

EDINBORO UNIVERSITY OF PENNSYLVANIA

**NON-FACULTY ANNUAL, SICK, BEREAVEMENT & PERSONAL LEAVE-  
Policy No. G011**

Recommended for Approval By Richard E. Morley, Vice President for Finance and Human Resources Management

Approved By Foster F. Diebold, President on May 2, 1990

Review Date: As Required

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**INTENT**

The intent of this policy is to introduce positive reporting into supervision of non-faculty and improve accountability for employee leave.

**POLICY**

It shall be the policy of Edinboro University of Pennsylvania to maintain accurate leave records of non-faculty and to accomplish this in a timely and accurate fashion.

**PROCEDURES**

A. Anticipated Leave

1. Supervisors will be provided with copies of reporting forms, which will be submitted bi-weekly. On these forms the Supervisors will list in alphabetical order all employees under their supervision and note absences. In addition, Supervisors will be provided with sufficient copies of "Request for Leave" Form STD-330 (see attached) and "Anticipated Absence Form" (see attached) which will be completed for every absence.
2. The employee will obtain an STD-330 and Anticipated Absence Form from his/her supervisor, fill out the form in full and return it to his/her supervisor. If the employee will be absent because of illness for three days, a doctor's certificate may be required to accompany Form STD-330.
3. The Supervisor will either approve or disapprove the leave and sign and date the STD-330.
  - a. If the leave is not approved, the Supervisor will return the employee's copy of Form STD-330 to the employee and file the approving authority's copy for his/her records.

- b. If the leave is approved, the Supervisor will return the employee's copy of Form STD-330 to the employee, file the approving authority's copy for his/her records, and attach the remaining leave clerk's copy to the biweekly report.

4. The Supervisor will prepare the bi-weekly reports, accompanying STD-330 forms and doctor's certificates, and forward them to the Payroll Office by noon on the following Monday.

5. The leave clerk in the Payroll Accounting Office will file the Supervisor's biweekly report and post the employee's leave for entry into the State's computer system. The leave clerk will retain STD-330 forms and doctor's certificates for use by auditors for a period of time specified by State regulations.

6. The employee will complete an Anticipated Absence Form and attach it to Form STD-330. The Anticipated Absence Form will be completed and processed in accordance with the instructions on the form (see attached).

#### B. Unexpected Leave

The employee will notify his/her supervisor of his/her unexpected illness. The Supervisor will record the employee's absence; when the employee returns, the Supervisor will solicit an STD-330 form and, if applicable, a doctor's certificate. If an employee refuses to supply this documentation upon his/her return, the Supervisor will nevertheless note the employee's absence on the biweekly report, collect all appropriate supporting documentation and forward the biweekly report to the Payroll Office.

Attachment

EDINBORO UNIVERSITY OF PENNSYLVANIA

ANTICIPATED ABSENCE FORM

**FOR NON-FACULTY**

1. Request is for \_\_\_\_\_ Annual leave \_\_\_\_\_ Sick leave \_\_\_\_\_ Personal day(s)

2. Total days/hours requested per attached STD-330 form: \_\_\_\_\_ Days plus \_\_\_\_\_ Hours

3. By the requested leave date, I will have a balance of \_\_\_\_\_ Days plus \_\_\_\_\_ Hours for the type of leave indicated in (1) above.

4. If the balance is not sufficient to cover the time requested I will have an accumulated leave balance of the following \_\_\_\_\_ Days plus \_\_\_\_\_ Hours through December 31st of the current year of \_\_\_\_\_ for the leave category indicated in (1) above (not applicable to sick leave).

5. Requestor Name \_\_\_\_\_ Requestor Signature \_\_\_\_\_

Requestor's Dept. \_\_\_\_\_

Date \_\_\_\_\_

6. Approvals:

Name-----Approved/Denied-----Signature-----Date

\_\_\_\_\_

Immediate Supervisor

\_\_\_\_\_

Department Head

\_\_\_\_\_

Dean

\_\_\_\_\_

Vice President

\_\_\_\_\_

President

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Instructions:

(A) Requestor completes STD-330 form and attaches it to this Anticipated Absence Form for processing.

(B) Requestor forwards form to his/her Supervisor for approval.

(C1) If there is sufficient time in (3) above to cover time requested in (2) above, the Supervisor sends the Requestor a copy of the form and attaches the form to the Supervisor's copy of the bi-weekly report sent to the Payroll Office, which includes all STD-330s and doctor certificates.

or

(C2) If item (4) above applies, the form is routed from the Supervisor up through each administrative level to the President. The President will return the form to the Supervisor who will process as in (C1) above and copy all other approvers.