

**SUBJECT:** COHS Leave Reporting Operating Policy

**DATE:** July 2018

**PURPOSE:** To provide a detailed explanation of the policies in place concerning accruing, using, and reporting leave for faculty, staff, and administration in the College of Human Sciences. Related Texas Tech University OPs: [OP 70.44](#), [70.45](#); [COHS sick leave guidelines for faculty](#); [How to enter sick leave](#)

**REVIEW:** The policy will be reviewed when changes are made to the process or related OPs.

## PROCEDURE

- 1. NON-EXEMPT EMPLOYEES** – Must enter hours worked, [sick leave, vacation time](#) etc. into Web Time Entry (WTE). You are to submit those hours twice a month, on the 15<sup>th</sup> and the last day of the month/pay period. If either day falls on a weekend or a holiday you must enter/submit on the last working day before. Notify your supervisor that you have entered your hours; your supervisor will review and approve electronically to ensure you receive a paycheck. The supervisor must review/approve within two working days of the last day of the pay period.
- 2. APPROVER (SUPERVISOR)** - approval is required by close of business of the second day after the last day of the pay period. This is a very strict deadline set by the Dean's Office. If you approve after the deadline please send an email to the College Level Business Manager notifying that the time has been approved and is ready for submission to payroll.
- 3. EXEMPT EMPLOYEES - LEAVE REPORTING** - [leave time \(vacation, sick, etc....\)](#) must be [reported via the Web Leave Entry](#) (WLE) by the 15th of the current month for the previous month. Supervisor approval is required by the close of business on the 15<sup>th</sup> of each month. Please plan accordingly and enter your leave a few days before the deadline to allow your supervisor enough time to review and approve.

While faculty do not accrue vacation leave unless appointed to a 12 month full-time vacation eligible position, faculty do accrue sick leave and are required to enter sick leave when taken during the normal academic year. It is strongly suggested that faculty members note time taken for sick leave on their calendars through the months so it will be easily recalled when it is time to submit sick leave hours. **Faculty members must submit a report through Web Time entry every month, even if no hours have been taken.**

The Dean's Office will continue to send out reminders, however, below is a link that directs faculty members to the "[RaiderLink homepage](#) ;" click on the "A&F Work Tools" tab, and scroll down to the very bottom – hard left is a link for "Calendars." These calendars includes all of the information above to include subsequent months.

Faculty and staff members may also have the need to take funeral leave. See the related [COHS Funeral Leave policy](#) for further information and guidelines.

## **DOCUMENTS INCLUDED**

[Op 70.44 Sick Leave and Sick Leave Pool](#)

[OP 70.45 Vacation Leave](#)

[How to enter sick leave](#)

[COHS Sick Leave Guidelines for Faculty](#)

[Raiderlink Homepage](#)

[COHS Funeral Leave policy](#)