

# Absence and Leave Statement

## SECTION I Introduction

## SECTION II Instructions

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### SECTION I Introduction

Date Created: March 31, 2003

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This document provides an explanation and instructions for the newly designed Absence and Leave Statement. One of our goals in Human Resources is to reformat all personnel forms making them more concise, accessible, and affording all users the opportunity to complete the forms via a computer. This goal is partly accomplished through the use of the Adobe Acrobat software. By downloading the free Acrobat Reader 5.0 or higher, anyone can complete and print this form. **However, saving a copy of the completed form is not possible unless you have the full version of Adobe Acrobat 5.0 or higher.**

The "Absence and Leave Statement" is used to initiate payroll actions concerning paid annual/sick leave time. Georgia Southern University leave policies and procedures govern the leave accrual for Classified, Professional & Administrative and Faculty status employees. Employees eligible for benefits will accrue annual/sick leave on a monthly basis. Leave will be prorated based upon the Full Time Equivalency of an employee. **Please know that 10-month Faculty contract employees do not accrue annual leave. Rather, they will accrue sick leave on a monthly basis.**

This accrual of leave occurs at the end of each month after the combined payroll is processed. Therefore, the time accrued is not available for use until the month following accrual (*leave accrued in January is available in February*).

Leave cannot be taken before it is officially credited to the employee's leave account. Supervisors will receive the **BORRO26A report** after the accrued leave is credited to an employee's leave account. This report should be monitored and checked to insure that employees requesting leave have within their leave accounts available time for annual/sick leave usage.

Supervisors should keep a record of all time taken by their employees throughout each month to reconcile against the BORRO26A report. Georgia Southern University Leave policies **do not** authorize employees to maintain a negative leave balance (*taking leave before it is officially entered into the accounting system*). This type of reconciliation will serve to avoid potential occurrences regarding negative leave balances.

## SECTION I Introduction - Continued

Please also insure that any employee that is requesting either annual or sick leave completes an Annual/Sick Leave Request Form. This form is available on the Forms Page of the Human Resources Web Site.

The Newly designed "Absence and Leave Statement" might not be for everyone on the GSU campus. During the "Testing Phase" of this project some users indicated that there is an existing application that provides the necessary functionality in computing their leave. Thus, this new form is offered to our users as a convenience that will hopefully improve, and both expedite and streamline the process of reporting absence and leave.

## SECTION II Instructions

One of our goals in Human Resources is to reformat all personnel forms making them more concise, accessible, and affording all users the opportunity to complete the forms via a computer. This goal is partly accomplished through the use of the Adobe Acrobat software. By downloading the free Acrobat Reader 5.0 or higher, anyone can complete and print this form. **However, saving a copy of the completed form is not possible unless you have the full version of Adobe Acrobat 5.0 or higher.**

### **Beginning:**

Enter the beginning date for the absence and leave reporting period (usually the first day of the month), in the format MM/DD/YYYY.

### **Ending:**

Enter the ending date for the absence and leave reporting period (usually the last day of the month), in the format MM/DD/YYYY.

### **Date Employed:**

Enter the employee's employment date, in the format MM/DD/YYYY.

### **Employee's Name:**

Enter the employee's name for which leave is being reported.

### **Department Name:**

Enter the department name for the employee reporting leave.

### **Classification:**

An employee's job classification determines their pay cycle (the number of pay checks per year or contract). Click the arrow to the right of the field to select a classification. Use the mouse or the up or down arrow keys to highlight an option, then tab out of the field (press the <Tab> key). *10-month Faculty do not accrue annual leave. Therefore, all fields pertaining to annual leave for 10-month Faculty will be zero.*

## SECTION II Instructions - continued

### **SSN# or Employee ID:**

Enter the social security number or the PeopleSoft 'EMPLID' for the employee reporting leave.

### **Effective Date - Classification:**

Enter the classification effective date for the employee who is reporting leave, in the format MM/DD/YYYY.

### **Hours Per Month Annual Accrual Rate:**

Click the arrow to the right of the field to select an option with the mouse, or use the up or down arrow keys, then tab (press the <Tab> key) out of the field. If the employee's accrual rate is prorated based on Full Time Equivalency, enter the accrual rate. *Employees classified as 10-Month Faculty do not accrue annual leave, therefore this field will be zero.*

### **Hours Per Month Sick Accrual Rate:**

Tab (press the <Tab> key) through this field to accept the default value. If the employee's accrual rate is prorated based on Full Time Equivalency, enter the accrual rate.

### **Dates and Hours of Leave Taken**

There are columns (1 - 31) to account for each day of the month and rows for each type of leave reported. Totals are calculated based on the amount entered for each day. The amount entered should be eight hours or less, in half-hour intervals. For policies and procedures governing employee leave refer to the Employee Handbook or contact The Division of Human Resources.

### **Beginning Balance (In Hours)**

Enter the total hours credited to the employee for annual/sick leave from the previous months payroll, the Balance Forwarded (In Hours) from the previous reporting period or the amounts from the BORRO26A report. *10-Month Faculty Annual Beginning Balance will be zero.*

### **Leave Taken:**

This field is populated from the Total field for annual/sick leave respectively. It is the sum of the hours entered for each day.

### **Monthly Accrual:**

This field is populated based on the selection made in the Hours Per Month fields for annual/sick leave accrual. *10-Month Faculty annual accrual will be zero.*

### **Balance Forwarded (In Hours):**

This field is calculated as follows: Beginning Balance (In Hours) - Leave Taken + Monthly Accrual.

## SECTION II Instructions - continued

### **Termination: annual hours paid as lump sum payment.**

Enter the total annual hours available at the time of termination, not to exceed 360.

### **\* Absence Without Pay**

For hours reported in the \*AWP row, indicate whether the hours taken were excused or unexcused by checking the appropriate box.

### **\*\* Other**

For hours reported in the \*\* Other row, indicate whether the hours taken were excused or unexcused by checking the appropriate box. Use the **Specify** field to specify the type of absence.

### **Remarks:**

Use this field for comments regarding this Absence and Leave Statement.

### **Employee's Signature**

Signature field for the employee whose leave is being reported.

### **Supervisor or Department Chair's Signature**

Signature field for the Supervisor or Department Chair who is responsible for the employee, whose leave is being reported.

**Note:** Click the Reset button in the upper right corner of the form to reset the form. This button does not print on the form.