



Self-Service Leave for Managers

LEAVES IN SELF-SERVICE

Implemented in November 2023 to allow non-academic employees* the ability to enter their accrued leave, such as sick and vacation, for supervisor approval.

Managers must ensure employees are submitting their leave appropriately

Managers must approve sick leave through Self-Service.

Creation of “Leave Categories”

*Departments must submit absence reports for academic employees



Self-Service Leave for Managers

LEAVE CATAGORIES*

1

SHORT TERM

2

PRE-PLANNED

3

UNPLANNED

*The term “leave”, for this discussion, is primarily referring to medical/protected leaves.



Self-Service Leave for Managers

SHORT- TERM LEAVE

Short-term leave is up to two weeks.

Employees should enter their time via self-service immediately or upon their return.

Short-term leave could switch to “Unplanned” leave if an extension is recieved.



Self-Service Leave for Managers

PRE-PLANNED LEAVE

Leave scheduled in advance.

Employees who know in advance that they will be on a leave, must enter their time via self-service, prior to the commencement of said leave.



Self-Service Leave for Managers

UNPLANNED LEAVE

**Unexpected leave that lasts
longer than 2 weeks.**

Employees on an unplanned leave, greater than two weeks, are not required to enter leaves via self-service. Managers must enter the employees leave as soon as possible.



Self-Service Leave for Managers

IMPORTANT CONSIDERATIONS

Timely entry of leaves. Both employees and managers.

Payroll Auditing.

Over Payments.

Exhaustion of leaves and placement on Supplemental Sick Leave (100 days) and/or 39 Month Rehire List.



Self-Service Leave for Managers

FUTURE LEAVE TOPICS

Protected Leaves - What Managers Need to
Know

Supplemental Sick Leave and 39 Month Rehire
List



**WHAT DO
YOU NEED
TO KNOW!**