

## Employee Leave Time

- **Effective Date:** August 24, 1994
- **Revision Dates:** October 2000, August 2006, March 2010, August 2013, January 2017, April 2022
- **Next Scheduled Review:** March 2023



---

### Requirements:

The 40-hour workweek extends from Monday through Sunday, as established by [The Texas A&M University System regulation 31.01.09 "Overtime."](#) Hours worked outside of the normal workweek by employees requires advance notification and must be approved by the immediate supervisor, Associate Director, and Dean of Libraries.

Under some circumstances an Alternative Work Schedule may be approved by the immediate supervisor, Associate Director, and Dean of Libraries. In addition to Library approvals, the AWS must be routed and approved to Employee Services, VP for Academic Affairs and the President of the University. An alternative work schedule must be renewed each academic year.

All vacation leave time taken must be approved through the appropriate supervisors, Directors, and/or the Dean of Libraries. Taking vacation leave without the supervisor's prior approval could lead to disciplinary action.

Leave without pay is permitted only under emergency circumstances and after all other leave is used. These situations would include personal or family illness, a death in the family, or other circumstances that might fall under the Family and Medical Leave Act (FMLA).

All variations in work time and leave described above must be reported to the Library Administrative office. In addition, you must record use of leave through the university's "Workday" system. Vacation leave needs to be processed prior to your first requested day off and sick leave must be processed on your first day back at work. If an employee is out for an extended period of time, leave can be posted by Employee Services with permission from the Dean of Libraries.

"Workday" reduces paperwork, but does not eliminate documentation requirements. You will still need to submit any other required documents, such as a physician's statement or jury duty statement.

### Guidelines:

#### I. Requesting Leave

When requesting leave, first look in Workday to identify your leave balance. Screenshot that information and attach to the email to your direct supervisor. For each request cc, the AD, Dean, and Business Administrator.

After you have received email confirmation of requested leave, you will enter the request in Workday (vacation and sick leave) for completion of approval.

## II. Sick Leave

With the permission of your supervisor, brief periods (up to 2 hours) of sick time (i.e., appointments) may be made up. Such time must be made up within the same work week. If not, you must take leave time unless there are extenuating circumstances and your supervisor and the Dean of Libraries approve the time to be made up at a later date.

All other sick leave must be reported to the Library Administrative Office as early as possible by emailing their supervisor and copying Library Administration or calling (254) 968-9246. You or your supervisor may leave a voice message if you call before 8 a.m. The Library Administration Office will notify the Dean and supervisor as appropriate. This leave must be entered into Workday for approval the day your return to work.

In compliance with the [Texas A&M University System regulation 31.03.02.4.2 Sick Leave](#),

“when an employee is absent from work for more than three continuous working days due to his or her or a family member’s medical condition, the employee must provide the CEO or designee with a doctor’s certificate that indicates the cause or nature of the condition and the estimated recovery date, or other written statement of the facts concerning the condition that is acceptable.”

Physician’s statement must be provided to the Library Administrative office as soon as you can provide it. This statement will be forwarded to the Department of Employee Services in compliance of their documentation requirements.

For extended illness or injury of employees or their family members, the employee should complete an FMLA (Family and Medical Leave Act) request. Additional information can be obtained from Employee Services.

During special situations, such as COVID, Employee Services will provide additional guidelines and procedures as warranted.

## III. Vacation

Unless it is an emergency situation, you must request approval in advance from your supervisor and have it approved in WorkDay before taking vacation leave. According to the [Texas A&M University System Regulation 31.03.01.3.6 Vacation](#) “a supervisor may deny a request to use vacation leave if granting that leave would place an unreasonable burden on the employer's ability to provide services of acceptable quality and quantity during the time requested.”

In order to uniformly “provide services of acceptable quality and quantity” vacation leave during the long semesters should typically not exceed five (5) consecutive workdays. A request for more than five (5) consecutive workdays taken during the Fall or Spring semesters may be approved at the discretion of the supervisor and Dean provided that library services and work processes are not impaired. Approved vacation time should be reported as soon as possible to the Library Administrative office.

#### IV. Bereavement Leave

Emergency paid leave is available for the death of a relative or for employees to attend the funeral of a friend. For Specific details on the number of days or hours available, as well as documentation requirements, see [Tarleton SAP 31.03.03.T0.01 on Bereavement Leave](#). When using Bereavement Leave provide a link to the online obituary or a scanned funeral notice to the Library Administration and include the information in the comments section of your Workday leave submission.

#### V. Other available leave time

A paid birthday leave may be taken on an annual basis as described in Tarleton's Standard Administrative Procedure [\(SAP\) 31.03.03.T1.02 "Birthday Leave"](#).

Wellness release time is available to eligible employees as described in Tarleton's Standard Administrative Procedure [\(SAP\) 31.99.99.T0.04 "Employee Wellness Program."](#)

Additional information on other paid leaves of absence may be found within [\(SAP\) 31.03.03 "Leave of Absence with Pay"](#). This includes time for voting, donating blood, and more.

Four (4) hours a month may be taken as volunteer time for recognized student organizations and campus initiatives with appropriate supervisor, Associate Director and the Dean of Libraries approval. Additional time needed will be considered on a case-by-case basis by your supervisor and Dean.

#### VI. Flexible Work Schedules

According to [System Regulation 33.06.01.4 Flexible Work Arrangements](#),

A flexible work schedule permits an employee to work a predetermined and approved variation of the employee's standard work schedule. The minimum timeframe for a flexible schedule is two months. A nonexempt employee must maintain a 40-hour workweek. An employee who is exempt under the FLSA must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. A flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.

Flexible Work Schedules (flex-time) allow those with work duties outside a traditional 8am – 5pm work schedule to work an alternate schedule within a 40-hour workweek. This arrangement is not an accrual of time, but rather it is individualized start and end times with varied hours by day, maintaining consistency in the total number of hours worked. An employee who is exempt under the FLSA must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. A flexible schedule does not permit an employee to work a random, variation of hours each week. The "banking" of hours over a period of weeks is not permitted.

##### A. Library Flexible Schedules

When staff are scheduled to work the reference desk in the evenings Monday – Friday, they have the option of coming in late on the day of their evening shift; Otherwise, they must take those hours off during the same week as the evening work assignment.

When staff are approved to work additional hours during a regular work day, staff will adjust their schedule with a flexible work arrangement to maintain a 40-hour workweek within that same work week. Travel time to off-campus locations is counted as work time.

When staff are scheduled to work weekend shift reference desk hours, holidays, or during emergencies, the hours must be taken or adjusted during the two (2) weeks before or two (2) weeks after the additional scheduling.

Flexible Work Schedule Arrangement examples:

Jane is scheduled to work the reference desk until 6pm, Monday nights. Jane can choose to arrive at work Monday morning 1 hour late and work 9am – 6pm or Jane may work Monday, 8am – 6pm and arrive the preceding day and work 8-4pm or 9am-5pm.

Tom's work schedule is requiring him to put in a 10hr/day on Tuesday. He has an instruction session in the morning and a meeting all afternoon. Tom will flex (adjust) his schedule by only working 6hrs on Wednesday.

Work from home or work performed beyond the 40-hour workweek without prior approval are not considered part of an alternate work schedule. These hours are considered contributions to the profession and are at the individual's discretion.

#### B. Overtime

The [Texas A&M University System Regulation 31.01.09 "Overtime"](#) places the responsibility with the Associate Directors and the Dean of Libraries for controlling hours worked by an employee. An employee must maintain a 40-hour workweek. As a result, library staff may not exceed a 40-hour workweek, except in emergency situations as approved by the Associate Directors and Dean of Libraries.

Any approved overtime must be taken as flex time during the two (2) weeks before or the two (2) weeks following the overtime work assignment.

**The Texas A&M University System Policies and Regulations are available online at <http://www.tamus.edu/offices/policy/policies>.**