



# MARSHALL UNIVERSITY: LEAVE

Presented by Human Resources

# LEAVE POLICY OVERVIEW: QUICK FAQ

Derived from the WV State code & Higher Education Policy Commission Series 38:

<https://www.Wvhepc.Edu/resources/rules-and-policies/>

Annual & sick leave may not be taken before it is accrued, this includes comp. time

Leave will be credited to your accrual banks every 2 weeks on the Tuesday following the Friday pay period

Both annual and sick leave are carried over from year to year

Employees are required to follow department, or institutional established procedures when requesting leave & notifying supervisors of their absences

Questions regarding clocking in & out are handled by the payroll department

If an employee works less than their required FTE hours (40- pt, 75- ft) their AL & SL accruals will be pro-rated based on the number of hours worked


Casual, student & temp. Employees are not eligible for leave

A faculty member on a 12-month appt. is defined as a FT employee, & accrues AL & SL

HR will take from annual leave to cover any SL shortage to keep the employee from being in an overdraft situation



# INTRODUCTION TO THE VARIOUS TYPES OF LEAVE

- ANNUAL LEAVE
  - SICK LEAVE
  - FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)
  - MEDICAL LEAVE OF ABSENCE (MLOA)
  - PERSONAL LEAVE
  - CATASTROPHIC LEAVE
  - MILITARY LEAVE
  - JURY LEAVE
  - WORKER'S COMPENSATION
- 



# ANNUAL LEAVE

ACCRUAL RATES ARE BASED ON YEARS OF SERVICE & CLASSIFICATION

	AL Hours Earned Each Pay	Maximum Hours Allowed
1-5 Years of Service	4.327 AL hours	225 hours
5-10 Years of Service	5.193 AL hours	270 hours
10-15 Years of Service	6.058 AL hours	315 hours
15+ Years of Service	6.924 AL hours	360 hours
Non-Classified Employee	6.924 AL hours	360 hours

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Y.O.S	DAYS/ month	YEAR
1-5	1.25	15
5-10	1.5	18
10-15	1.75	21
15+ & NC	2	24

- Once the maximum number of hours is reached, they will not accrue any additional AL until it is used or they fall below the maximum number allowed
- If an employee's pay has to be docked due to the employee taking more time than is available, their accrual rate is pro-rated and will not earn their normal accrual rate




# SICK LEAVE

- All employees earn 5.193 SL hours each pay period = 11.25 hours A MONTH OR 1.5 days a month
- While SL is also carried over from year to year as al is, there is no cap on the amount of SL hours an employee can earn in a year



# **FAMILY & MEDICAL LEAVE- FMLA**

**CONTACT- Kelly Marcum, Employee Relations Specialist**

- FMLA is a leave status only, mandated by the federal government. It is for all employees who earn leave and who have worked at the university for more than a year and worked over 1250 hours in the previous year. FMLA is for a period of 12 weeks per calendar year. It can be for the employee or for a family member as defined by the guidelines.
  - All employees seeking FMLA must provide certified medical documentation by having the treating physician(s) certification
  - All time taken under the umbrella of FMLA is tracked in HR to ensure more time is not granted than allowed
  - Anytime an employee is going to be out for any prolonged illness or procedure, the supervisor must send the employee to HR to seek guidance in applying for FMLA
    - Even if the employee has enough sick leave to cover the absence, FMLA must still be offered by HR for the university to be in compliance with federal law
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# FMLA cont.

- **Two pay options:**


- Paid- employee will use accrued sick & annual leave- AL will be used when SL is depleted
- Unpaid- if all SL & AL are exhausted & employee still has FMLA time available

- **Two leave options:**

- Intermittent- time can be taken as needed while continuing to work
  - Ex: an hour for medical follow-up appt. as noted by the treating physician.  
Leave can be paid or unpaid depending on the employee's available balances of SL and or AL
- Consecutive- all time taken during one continuous time frame. Leave can be paid or unpaid depending on the available balances of SL & AL



# MEDICAL LEAVE OF ABSENCE- MLOA

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- Offered to anyone who does NOT meet the guidelines for FMLA
  - Can also be paid or unpaid based on the employee's accumulated SL and AL balances
  - An employee covered under MLOA also has the right to seek catastrophic leave donations
  - MLOA must also be certified by a completed physician's certification and by completing the MLOA application
  - MLO is NOT a guarantee and can be refused









# PERSONAL LEAVE






- Can be up to 12 months
  - Employee must submit, in writing/ email, they are requesting a PLOA to the supervisor for a specific amount of time. The supervisor has the right to approve or deny. Once the supervisor has made a decision, the request, with all supporting documentation, is sent to the vice president of the dept. for their review. If the VP denies the request, the employee is notified of the decision and has the right to appeal to HR. All documentation must be submitted to HR for review before a final decision is made.
  - All annual leave **MUST** be exhausted before the employee is removed from the payroll
  - The employee will be responsible for the **TOTAL COST** of health insurance and other benefits while off the payroll. The university does **NOT** pay for any benefits. This is different than those who are off on FMLA or MLOA
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# CATASTROPHIC LEAVE




## What is it?

- Catastrophic leave provides paid leave of either AL or SL or a combination of both, donated by co-workers
  - ONLY employees who have been approved for FMLA/MLOA are eligible to seek donations in catastrophic leave
  - All sick and annual leave must be within 2 weeks of being exhausted before HR will seek donations on the employee's behalf
  - Allocation of catastrophic leave is based upon donations from the university community with an opportunity to receive some time from the catastrophic leave bank if needed
  - University employees can donate to other MU employees by completing the cat donation form of up to 52.5 hours maximum per calendar year.
    - However, there is no maximum an individual can receive in donations
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# MILITARY LEAVE



- An employee who is a member of the National Guard or any of the Reserve Components of the Armed forces is entitled to a leave of absence from duty without loss of pay, status, or efficiency rating on all days during which they are engaged in drills/ parades ordered by proper authority or for field training/active service for a maximum period of 30 working days (225 hours) in any 1 calendar year. If called to active duty, is eligible for an additional leave of absence for a maximum 30 days (60 in total- 450 hours)
  - Leave cannot be carried over and used in the next calendar year
  - The leave of absence is considered as time worked in computing seniority, eligibility for salary increase and experience
  - The employee must submit an order/statement in writing from the appropriate military officer in support of the request for such military leave
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# JURY LEAVE

- An employee called to serve on jury duty will need to provide a copy of the summons to report to their supervisor- HR does not need a copy
  - The employee will be granted leave with pay using the “Jury Duty” job code- They will request leave for the day(s) they are serving in TCP just as they would if they were requesting AL or SL however, no time will be deducted from their leave banks
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# WORKER'S COMPENSATION

**CONTACT:** Teresa McSweeney, HR Representative- Benefits

**RESOURCE:** WV State Code Section 23-4-1 Addresses this:

[https://code.wvlegislature.gov/23-4-](https://code.wvlegislature.gov/23-4-1A/#:~:text=Every%20employee%20who%20sustains%20an,the%20injury%2C%20with%20like%20notice)

[1A/#:~:text=Every%20employee%20who%20sustains%20an,the%20injury%2C%20with%20like%20notice](https://code.wvlegislature.gov/23-4-1A/#:~:text=Every%20employee%20who%20sustains%20an,the%20injury%2C%20with%20like%20notice)





# RESOURCES

**Payroll Calendar:** <https://www.marshall.edu/finance/payroll-calendar/>

**Higher Education Policy:** <https://www.wvhepc.edu/wp-content/uploads/2020/02/133-38.pdf>

**Employee Handbook:** <https://www.marshall.edu/human-resources/mu-staff-handbook/>



**Questions?**  
**Email:**  
**[leave@marshall.edu](mailto:leave@marshall.edu)**  
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**LEAVE IN TIME  
CLOCK PLUS  
(TCP)**



**TimeClock Plus<sup>®</sup>**





# LEAVE IN TCP OVERVIEW

- MANAGER DASHBOARD OVERVIEW
- VIEWING BALANCES
- FOR EMPLOYEES- REQUESTING LEAVE
- ENTERING LEAVE FOR AN EMPLOYEE – ANNUAL OR SICK LEAVE
- REQUEST MANAGER
- APPROVING/CHANGING EMPLOYEE LEAVE REQUEST
- ENTERING FMLA LEAVE FOR AN EMPLOYEE (Kelly)
- SUPERVISOR'S ROLE



# LEAVE IN TCP FAQ

- Leave should be reported in quarter-hour increments only
  - .25 = 15 minutes
  - .50 = 30 minutes
  - .75 = 45 minutes
- Leave should also only be reported in single-day hours (7.5 for each single day)
  - \* If not in this format, it has to be manually corrected every time*
- Employees should enter their own leave request(s) in TCP. However, there are circumstances where a supervisor may need to enter a leave request for their employee
- When the university closes due to a given holiday or due to inclement weather, any requests for the closed day need to be deleted that are outside the School of Medicine – Supervisor can delete the initial request in Request Manager **IF** it is within the current pay period & their time will automatically be returned. Once the pay period is closed, the leave request must be deleted by HR/ Payroll

# Manager Dashboard

Company: Rittenhouse Demo | Week: 5/26/2024 | Joe City | Message Center | Log out

My Dashboard Matching 11 of 11 Employees Refresh Edit Feedback

- REQUIRED APPROVALS** 12/12

Name	Type	Date	
Mike Stand	Employee Approval	08/12 09:00 A - 11:00 A (TS)	✓
Mike Stand	Employee Approval	08/19 09:00 A - 05:00 P	✓
Mike Stand	Manager Approval	08/19 09:00 A - 05:00 P	✓
Mike Stand	Employee Approval	08/20 09:00 A - 05:00 P	✓
Mike Stand	Manager Approval	08/20 09:00 A - 05:00 P	✓
Mike Stand	Employee Approval	08/21 09:00 A - 05:00 P	✓
Mike Stand	Manager Approval	08/21 09:00 A - 05:00 P	✓
Mike Stand	Employee Approval	08/22 09:00 A - 05:00 P	✓
Mike Stand	Manager Approval	08/22 09:00 A - 05:00 P	✓
Mike Stand	Employee Approval	08/23 09:00 A - 05:00 P	✓
Mike Stand	Manager Approval	08/23 09:00 A - 05:00 P	✓
Mike Stand	Employee Approval	08/30 08:00 A - 04:00 P (TS)	✓

Approaching Overtime 0

- Missed Punches** 1/1

Name	Type	Date	
Anna Graham	Missed In	08/13 08:00 A - 08:22 A	✓

Birthdays 1/1

Name	Type	Date	
Howie Doohan	Birthday	08/30	

- Pending Time Off Request** 4/4

Name	Date	Request		
Howie Doohan	8/23	Vacation - 08:00 AM to 04:00 PM	⊙	✓
Mike Stand	9/9	Vacation - 08:00 AM to 04:00 PM	⊙	✓
Mike Stand	9/14	Vacation - 08:00 AM to 04:00 PM	⊙	✓
Mike Stand	9/15	Vacation - 08:00 AM to 04:00 PM	⊙	✓

- Employee Status**

Name	ID	Clock Status
Alex Getzer	53	Out
Ali Guber	59	Out
Anna Barthe	58	Out
Anna Graham	54	Out
Howie Doohan	52	Out
Irv Lashoe	57	Out
Max Day	55	Out
Mike Stand	49	Clocked In
Shin Roper	56	Out
Walter Peace	50	Out
Will Zover	51	Out

- CONFLICTING SEGMENTS** 0

- My dashboard- page is editable
- **Required Approvals-** Time Entry related. Take action here, approving requests.
- **Pending time Off Request –** Leave Request related. Can approve here but most jump to Request Manager
- **Quick Links-** Add favorites here

# WHERE TO FIND AL BALANCES IN TCP



FOR SUPERVISORS:  
SEARCH NAME > CLICK “ACCRUALS” TAB

FOR EMPLOYEES:  
TCP Website > Login > Dashboard > View Accruals

Individual Hours ★

Sort by: First name TF Employee Filter Segment Filter

test

Hours Schedule **Accruals**

Showing 1 records of 1

2 Test Two

Showing 6 records of 6

Ledger	Accrual Bank TF	Accrued	Used	Expired	Remaining
Annual Leave 10-15		57.1160 Hours	15.0000 Hours	0.0000 Hours	42.1160 Hours
Annual Leave 15+		0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
Catastrophic Leave		37.5000 Hours	0.0000 Hours	0.0000 Hours	37.5000 Hours
Comp Time		0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
Non-Classified Annual Leave		55.3920 Hours	0.0000 Hours	0.0000 Hours	55.3920 Hours
Sick		300.6150 Hours	0.0000 Hours	0.0000 Hours	300.6150 Hours

IMPORTANT FOR RELAYING TO YOUR EMPLOYEES

tcp | TimeClock Plus

8/29/2024  
09:50:39 AM

Select Campus: Marshall University 1

ID Badge Number:

Clock In Clock Out

Log On To Dashboard

tcp | TimeClock Plus

Dashboard My Dashboard

View

Requests

Manage Time Sheet

My Hours (30.00)

tcp | TimeClock Plus

Dashboard My

View

- Hours
- Accruals
- Requests
- FMLA Cases



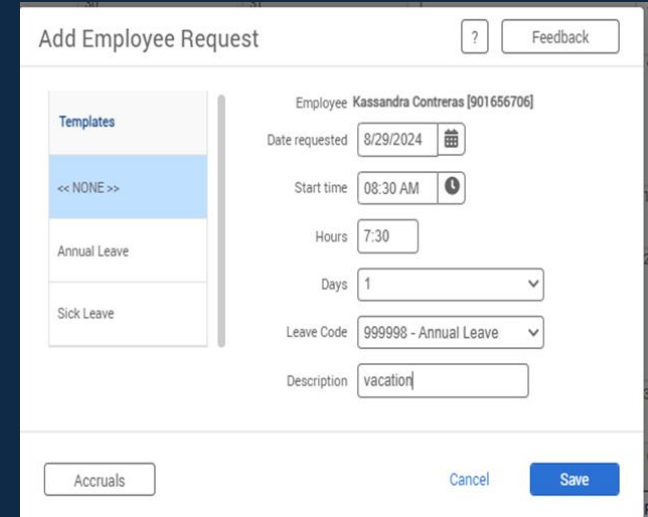
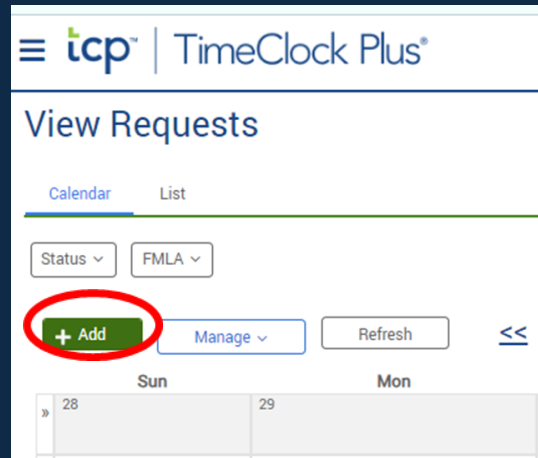
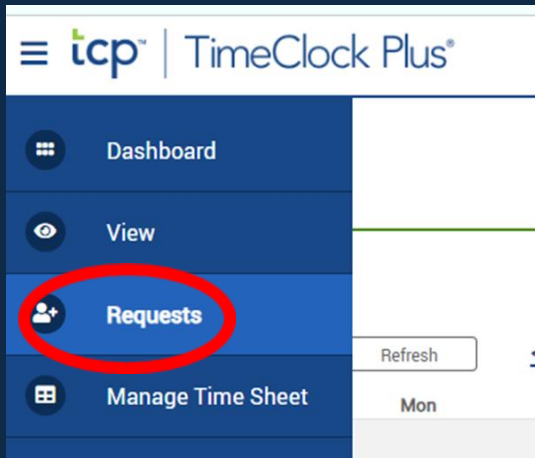
*Making it a common practice to check leave balances can prevent possible unpaid leave\**



# HOW DO I REQUEST LEAVE IN TCP?

*\*Important for relaying to employees*

Once logged into TCP > Click Requests > Click “Add” > Select AL or SL > Enter Date, Start Time, Number of hours in 15 min. increments (.25 , .5 , .75) and Description > Save



*\*Always view your “Accruals” before entering a request*

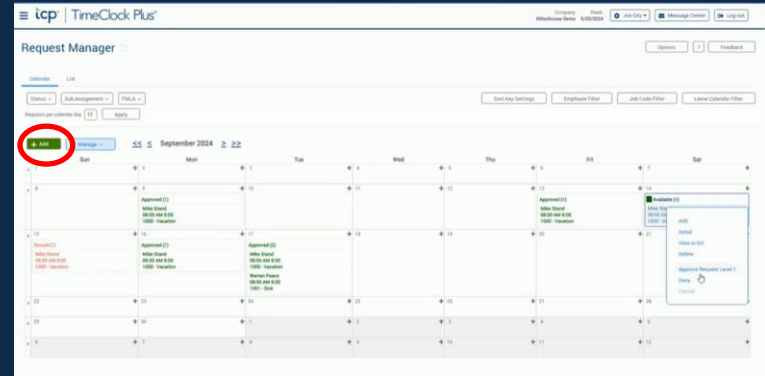
# ENTERING LEAVE FOR AN EMPLOYEE-ANNUAL OR SICK LEAVE



Once you're in your Request Manager page:

Click Add - Employee Request:

1. Enter the start time which will be the time the employee started leave for the day. If taking the entire day off, enter the employees starting work time. Remember if the employee is taking part of the day off, the start time will be the time the employee clocks out for the day.
2. Hours will always be 7.5 if taking the full day. Otherwise enter the amount of time the employee will be taking off.
3. In the "days" box, you can enter leave for 1 day off up to 5 days off. Note: If entering leave for 5 days and the leave started in the middle of the week make sure you don't enter time for Saturday or Sunday if that is not part of the employee's regular shift. TCP will count **5 straight days** since there are employees who work on the weekends as a regular shift.
4. Select the correct "leave code" from the drop-down box.
5. Enter a note in the description box - Required
6. Click the checkmark box "approve request".
7. Then click the blue "Save" button.



Add Employee Request

Employee: Test Two [2]

Date requested: 2/13/2020

Start time: 08:00 AM

Hours: 7:30

Days: 2

Leave Code: 999995 - Sick Leave

Description: Called Off on SL

Approve request

Send user notification

Accruals Cancel Save



This can only be done during a current pay period.

# Request Manager

Company: Wittenhouse Demo | Week: 5/20/2024 | Joe City | Message Center | Log out

## Request Manager

Options | ? | Feedback

Calendar | **List**

Status | Sub Assignment | FMLA

Requests per calendar day: 10 | Apply

Sort Key Settings | Employee Filter | Job Code Filter | Leave Calendar Filter

+ Add | Manage | << | September 2024 | >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Approved (1) Mike Stand 08:00 AM 8:00 1000 - Vacation	10	11	12	13 Approved (1) Mike Stand 08:00 AM 8:00 1000 - Vacation	14 Available (1) Mike Sta 10:00 AM 1000 - V
15 Denied (1) Mike Stand 08:00 AM 8:00 1000 - Vacation	16 Approved (1) Mike Stand 08:00 AM 8:00 1000 - Vacation	17 Approved (2) Mike Stand 08:00 AM 8:00 1000 - Vacation Warren Peace 08:00 AM 8:00 1001 - Sick	18	19	20	21 Available (1) Mike Sta 10:00 AM 1000 - V
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Also, in Request Manager can view all requests, pending and approved. Edit any request by right-clicking to deny, approve or delete.



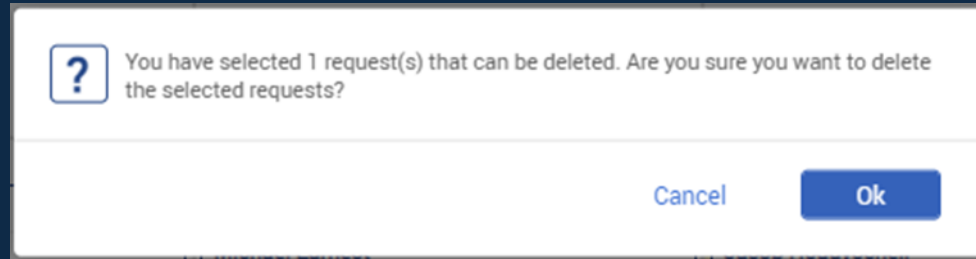
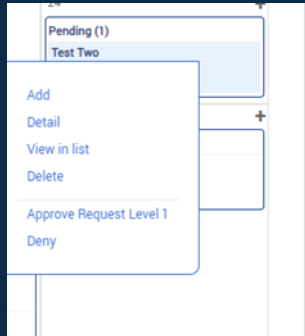
Be sure to view accruals before approving.



# WHAT IS THE BEST WAY TO MAKE CHANGES TO A LEAVE REQUEST ONCE IT HAS ALREADY BEEN APPROVED?

Because you have already approved the time, the best practice is to delete it in Request Manager and have the employee resubmit the request.

- In TCP, go to “tools” and then click on “request manager”.
- Right-click on the leave for that day and select “delete.” Leave must be deleted on the request manager, not on the time record.



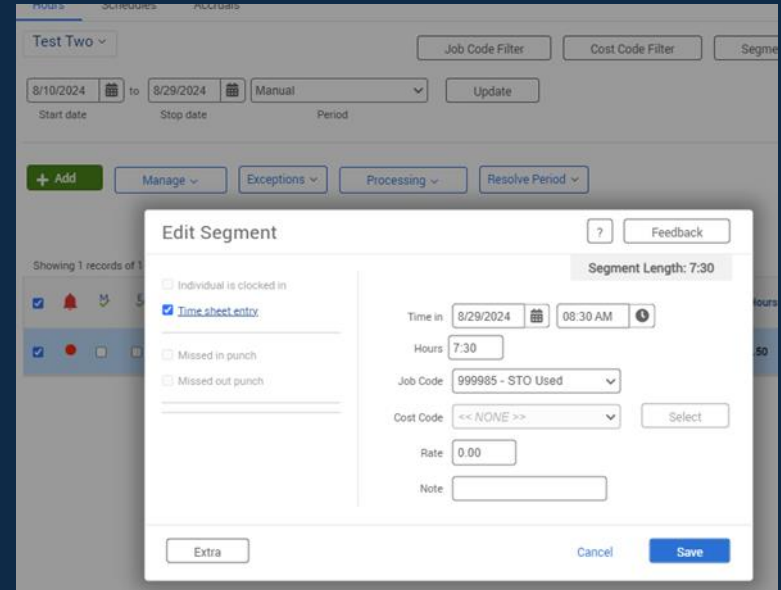
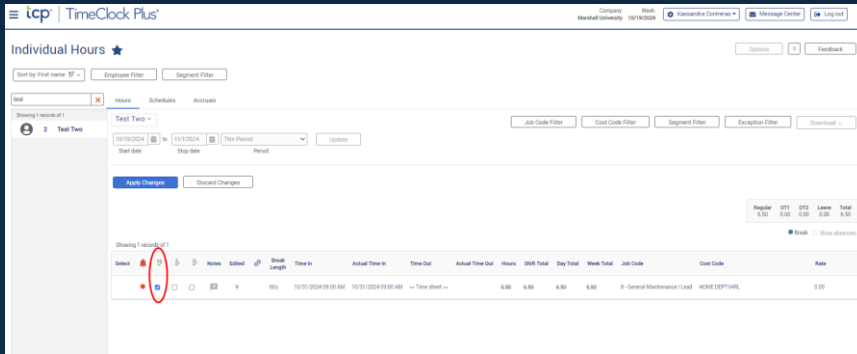


# EDITING EMPLOYEE LEAVE REQUEST-



If edits are needed after approving and you'd rather edit the approved request, In Individual Hours:

Uncheck the **M** box, click “**Apply**” and then **double-click the entry** to pull the request up to edit. Save any edits. Check “**M**” box again and “**Apply Changes**”



- M- Manager approval
- E- Employee approval
- O- Other approval

# ENTERING FMLA LEAVE FOR AN EMPLOYEE



Similar process

**Contact:** Kelly Marcum

### Add Employee Request

[?](#) [Feedback](#)

Templates

- << NONE >>
- Annual Leave
- Sick Leave

Employee: Test Two [2]

Date requested: 6/26/2020

Start time: 08:00 AM

Hours: 7:30

Days: 1

FMLA Case: 207 - 02/01/2020 Birth of a c

Description: FMLA

[Approve request](#)

Send user notification

[Accruals](#) [Cancel](#) [Save](#)



# SUPERVISOR'S ROLE

- Maintain a leave protocol within your department
- Ensure any outstanding pending requests are approved/denied by the Monday following pay day
- Follow leave policy rules for appropriate use of AL and SL
- **Make sure you do not approve an employee to be off on AL if they do not have the time to take off**
- Notify your leave coordinator and then HR of any problems before they escalate

## Why would a supervisor NOT approve leave?

- Blackout period
- Depleted Leave balance
- Abuse of accrued AL or SL
- Employee does not properly notify the supervisor of time away



# SUPERVISOR'S ROLE cont.

## **WVHEPC Title 133 Series 38 Employee Leave 4.2:**

The work requirements of the institution shall take priority over the scheduling of AL or other leave for an employee. When operationally possible, the supervisor shall grant earned AL at the convenience of the employee. However, departmental needs must be met, and annual leave may not be taken without prior request and approval of the employee's supervisor.

## ADDITIONAL NOTES

- Any leave requested within a pay period is not deducted until mid week following payday
- Leave must be reported within the 15-minute increment rule of .25 , .50 or .75 AND in single days only
- All outstanding pending requests MUST be approved by end of day Monday following a Friday payday
- Check available balances before approving leave for employees
- If any changes are needed to be made to leave requests after a pay period has closed, email Carla Adkins and Kassandra Contreras

# RESOURCES

- **MU Leave Email:** [leave@marshall.edu](mailto:leave@marshall.edu)
- **TCP Software site- Webinars:** <https://community.tcpsoftware.com/s/>
- **HEPC (Higher Education Policy Commission) Series 38- Employee Leave:**  
<https://www.wvhepc.edu/wp-content/uploads/2020/02/133-38.pdf>