

EXEMPT EMPLOYEE ABSENCE RELATED FAQs

1. **As an exempt employee, if I do not have enough quota/balance and I still need time off what happens if I submit a request?**
 - A. First, look at your Time Balances overview to see how much time you can request and then request time that is less than or equal to the available balance. Then, if you need extra time than what you have available, submit a second request for ***unpaid time for the extra time you require***. The decision for approval will depend on your manager. If you accrue enough time by the time your vacation starts, ***please make sure you edit the request for the extra unpaid time to change it to paid time after you take the vacation***.
 - B. If you are a part-time employee, you will need to enter a request for each day that you intend to take as vacation AND indicate how many hours you are taking per day.

2. **Will I be able to see my current balances by category (sick, vacation, comp time earned, etc.)**
 - A. Yes. You can see your balances divided by category in the **Time Balances Overview** tab within the Time Off Request (TOR) form.

3. **Where can I find how much time I am entitled to?**
 - A. (Please refer to [Staff Employee Handbook](#) for further details)

Eligible employees accrue Vacation Leave for each full calendar month of service completed at Boston University. Accruals are credited to employees on the first day of the month following each full calendar month of completed service. The following accrual rates are based on a regular, full-time workweek and a twelve-month assignment duration. They apply on a pro-rata basis to regular, part-time employees and other assignment durations.			
	Vacation Days Accrued Per Year	Vacation Days Accrued Per Month	Vacation Hours Accrued Monthly
1. Full-Time, Non-Exempt Employees (paid weekly)			6.6 hours
a. First twenty-four (24) months of service	10	5/6	10 hours
b. Beginning third (3rd) year – ninth (9th) year	15	1 1/4	13.3 hours
c. Beginning tenth (10th) year	20	1 2/3	16.6 hours
2. Full-Time, Exempt Employees (Paid Monthly) in Salary Grades 51 and 52, and 71 and 72.			10 hours
a. First twenty-four (24) months of service	15	1 1/4	13.3 hours
b. Beginning third (3rd) year – fourteenth (14th) year	20	1 2/3	16.6 hours
c. Beginning fifteenth (15th) year	25	2 1/12	19.9 hours
3. Full-Time, Exempt Employees (Paid Monthly) in Salary Grades 53 through 60, and 73 and above.			13.3 hours
a. First year – fourteenth (14th) year	20	1 2/3	16.6 hours
b. Beginning fifteenth (15th) year	25	2 1/12	19.9 hours
4. Regular, part-time employees accrue Vacation Leave as their full-time counterparts (see above) but on a pro-rata basis in accordance with their scheduled workweek and assignment duration.			

4. **When are vacation/sick time accruals updated?**
 - A. Past month accruals are added to the “available” column displayed in the time balances overview section on the TOR form at the beginning of a calendar month.

5. How do I enter one and half days of absence (example 12 hours)?

A. You will need to enter two requests – one for a full day of absence (8 hours) and submit the request. You will then need to enter another request for four hours of absence separately and submit that request too.

6. Is my leave balance updated automatically as soon as my manager approves my time off request (TOR)?

A. For non-exempt employees, the hours do not IMMEDIATELY show up on the employee timesheet. After TOR approval, the balances are updated every ten minutes when an SAP transaction is run at the backend. For exempt employees, the leave balance is updated as soon as the request is made. If a request is rejected by the manager, requested hours are added back to available balance.

7. What is the minimum number of vacation/sick hours to be deducted from accrued time for an exempt level employee?

A. With the exception of *FMLA (Family Medical Leave Act) leave, the minimum number of vacation/sick hours to be deducted from accrued time for an exempt level employee is two (2) hours.

*The designated FMLA leave hours may be deducted and tracked in any hourly increments as they occur.

8. Can I submit a request for two different types of time off (example: Sick & Vacation) in one single request?

A. Yes, but you will need to create two separate requests. After you finish one request, you can press **Submit and Create New** to create a new request. For example, you have a doctor's appointment in the morning and are taking the rest of the day off as vacation. Submit a Time Off Request (TOR) for 4 hours of sick time and an additional request for 4 hours of vacation. Keep in mind that if you need to submit a request for less than a full day, say, for example, for four hours following two full days of requested absence (as in Dec 22 and Dec 23 and four hours on Dec 24, 2014), you will need to submit two requests – the first one for 16 hours of vacation (Dec 22 and 23) and an additional request for 4 hours on Dec 24, 2014.

9. What is my deadline for requesting time off?

A. Employee must request time off for scheduled medical or dental appointments, in writing, from their immediate supervisor at least three (3) workdays in advance of the desired time off. Longer medical leaves (like FMLA) must be requested 30 days in advance if possible. Planned vacations can be requested 2 weeks in advance.

10. Can I request time off for a sick/vacation day taken in the past?

A. Yes, but you cannot use any balance earned after that date. In other words, you cannot use balance earned on August 1 for an absence in July. You may apply in the past as far back as when the Exempt Employee absence project went live for your department.(Example: Feb 1, 2015 for CRC and July 1, 2015 for BUMC)

11. Can I modify or delete an approved request?

A. You can modify or delete a submitted but unapproved request by accessing the **Time Off Overview** tab in the TOR form. If the request is already approved, you can edit/delete it, but it will need to go through the approval process by your manager once again. Once you edit a request by clicking on pencil (change date or absence type, absence hours) or click on trash can to cancel the request, you **MUST** click on the **SUBMIT** button to submit the change request to your manager for approval.

- 12. If I request unpaid vacation in advance, can I go back and modify the request once I have accrued enough vacation to make it paid vacation?**
- A. Yes, but vacation time needs to be accrued *before* the start of your vacation for you to change the request from unpaid to paid. Once you have accrued enough vacation, to make it a paid vacation, you have two options. You may delete the request for unpaid vacation approved by your manager and then. 1. Either put in a new request for a paid vacation for the dates that were earlier requested as unpaid OR 2. You may change the dates on the request for paid vacation request submitted earlier *to include* the dates of the unpaid vacation.
- 13. What is the maximum vacation time I can accrue?**
- A. As a general rule, you can carry vacation up to the amount you could accrue in two years at your current accrual rate.
- 14. What is the meaning of Comp Time Earned (Exempt) and Comp Time absence types? How should I use them?**
- A. All regular, exempt employees who are required to work on an **observed BU Holiday, an Intersession Closing day, or during an Emergency University Closing** will be eligible for Compensatory Time Off. First, your manager must approve you to work on any of those occasions. You would request “Comp time Earned (Exempt)” for the hours you worked on a BU holiday/Emergency closing/Intersession Closing. Once your manager approves, you have 6 months in which to use the comp time earned. To use the comp time you earned, request the “Comp time” option from the list of absence types at least a week before the date you intend to use it. Please refer to the Employee Handbook or consult your HR Business Partner for further details.
- 15. How will I know if my request for time off was approved/rejected?**
- A. You will get an email letting you know the status of your request with dates of absence and type of absence.
- 16. My current balances appear to be wrong.**
- A. Please talk to your manager or refer to the employee handbook for maximum time off.
- 17. What if my manager is out on vacation? Who approves my request?**
- A. Your manager can set up a substitute who can approve your request in his/her absence. The nominee will need to go to Manage Substitution Rules in the Worklist tab and click on Take Over tasks.
- 18. What if my manager recently quit and the position is vacant. Who approves my request?**
- A. If your manager’s position is vacant, a TOR will be rolled up to the manager at a higher level. A timekeeper can directly enter the absence or a manager doing time entry on your behalf can also enter your absence for you. Please contact the timekeeper or the manager you are reporting to in the interim. They will be able to submit your time off request for you.
- 19. I am unhappy that my request for time off was not approved. What can I do?**
- A. Please talk to your manager. If you are still unhappy, talk to your HR Business Partner.
- 20. What reports can timekeepers/payroll coordinators expect to see regarding my employee vacation balances or time off requests?**

- A. Timekeepers and payroll coordinators can generate a group report titled “Employee Absence Tracking” in Time Management Reports under Reporting tab that tracks absences for an individual or a group of individuals. The ZHR_TIMEOFFREQUEST transaction allows them to query absences and also approve/reject them.

21. I am clicking on Time Services/ Time off Request link and nothing seems to be happening. What do I do?

- A. If you are using Firefox as your browser, it may be blocking the website. Click on Options on upper right corner, then click on Edit Pop-Ups and then click on Allow bu.edu website. Finally, click on Close button. You should be able to see the TOR form now.

22. How does an employee on FMLA input/enter the time off?

- A. Please contact your HR Business Partner for questions about regular or intermittent FMLA. All requests will be monitored by the Human Resources Department. Please contact 617-358-4817 if you need assistance with FMLA.