I know I will be taking an extended absence and I am confused about the appropriate use of sick leave and vacation time, what should I do? Please refer to the following table for a description of leave types:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>When to Use</th>
<th>When Allotted</th>
<th>Maximum Time Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Planned time off from work taken in one-half or full-day increments.</td>
<td>Accrue each pay period</td>
<td>Based on hire date up to 1 week over annual maximum</td>
</tr>
<tr>
<td>Personal Illness</td>
<td>Periodic time off for staff member’s own personal illness.</td>
<td>Rolling 12 months</td>
<td>6 months (26 weeks)*</td>
</tr>
<tr>
<td>Personal</td>
<td>Up to 2 days for personal business. Personal time is deducted from Family Illness balance of hours.</td>
<td>Per calendar year</td>
<td>2 days</td>
</tr>
<tr>
<td>Family Illness</td>
<td>Up to 10 days per calendar year for care of staff member’s spouse, child or parent. Personal days included in this balance of hours.</td>
<td>Per calendar year</td>
<td>10 days</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Up to four (4) weeks of paid leave for the birth or adoption of a child. Must be taken in one-week increments within 12 months of the birth or adoption</td>
<td>Within 12 months of the birth or adoption</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Short Term Income Replacement (STIR)</td>
<td>Continuous time off for staff member’s own illness that exceeds 7 calendar days with medical review and determination through CareWorks.</td>
<td>Rolling 12 months</td>
<td>6 months (26 weeks)*</td>
</tr>
</tbody>
</table>

*Personal Illness and STIR are the same balance of hours
**FAQs continued**

**Who will receive and approve my leave request?**
The individual listed as ‘Your Supervisor’ will receive the leave requests you submit. If your supervisor is incorrect, please contact askHR by phone (574-631-5900) or email (askHR@nd.edu).

**What if I am not able to submit my time?**
A discussion should take place between you and supervisor to determine who and/or how your time will be submitted. Time can be submitted by your supervisor on your behalf during your absence.

**How does my vacation accrue?**
Vacation accrues according to rates determined by years of service. Please refer to the Exempt Vacation Policy on the Human Resources website for more information: [http://hr.nd.edu/nd-faculty-staff/forms-policies/vacation-administrators/](http://hr.nd.edu/nd-faculty-staff/forms-policies/vacation-administrators/)

**How many hours of personal leave do I have? How many hours of family sick leave do I have?**
Each exempt employee is allotted 10 days of family illness days per calendar year, of which 2 of these days may be used for personal business. Please refer to the Exempt Short Term Income Replacement policy on the Human Resources website: [http://hr.nd.edu/nd-faculty-staff/forms-policies/short-term-income-replacement-program-stir-for-exempt-staff/](http://hr.nd.edu/nd-faculty-staff/forms-policies/short-term-income-replacement-program-stir-for-exempt-staff/)

**I submitted time for family illness (or personal hours), but it shows as “(Pending)” in both Family Illness and Personal Hours. Why?**
The 10 family illness days includes the 2 days that may be used for personal business, therefore both leave balances will show as pending because they are the same bank of hours.

**When will my leave hours be deducted from my current available hours?**
Leave hours will be deducted from their respective balances on the first day of the leave in the MyTimeOff system. However, the accrual of vacation time will accrue on the previous payroll balance in the University’s payroll system. To avoid maxing out, you will need to take time off in the pay periods prior to the pay period you will max out. Please note, any leave time submitted between January 1st and the first semi-monthly pay of the year will not show as time taken for the current year. You will be able to view all leave time taken in “Leave History” tab.

**I noticed the time was deducted in the MyTimeOff system, when will my leave hours be deducted from my current available hours in the University’s payroll system?**
Leave hours will be deducted from their respective balances on the first day of the leave. Please note, any leave time submitted between January 1st and the first semi-monthly pay of the year will not show as time taken for the current year. You will be able to view all leave time taken in “Leave History” tab.

**I reported my vacation time last week and it was deducted from my current available hours in MyTimeOff system, however I did not receive all my vacation accrual because I reached my maximum balance of vacation, why?**
MyTimeOff shows the balance of when you record the time, but the time is not actually deducted until the first date of leave (the actual day(s) off). If the day off is within the same pay period you are maxing out, you will receive accrual first, then time is deducted. To avoid maxing out, you will need to take time off in the pay periods prior to the pay period you will max out.
I no longer need to use my leave time, how do I cancel my request? Can I cancel my request even if it has been approved?

Go into ‘Pending Leaves’ and select the leave requests you wish to cancel. You can cancel your leave request up until the day/dates of your scheduled leave.

Can I use MyTimeOff to report absences under an approved FMLA leave?

No. MyTimeOff is not currently used to report absences under FMLA leave. Time off for absences under FMLA should continue to be tracked at the department level within their FMLA employee file after the absence is reported to CareWorks.

How can I make a correction to my leave hours after the leave request has been applied?

In the event you need to correct your leave balances after the date has passed, please call askHR at 574-631-5900 or email askHR@nd.edu. If the leave date is in the future you may simply cancel the request and no leave will be deducted.

Can I enter a request for leave hours that have already taken place (in the past)?

Yes. The MyTimeOff tool allows you to enter leave requests that have already taken place (in the past).

If my manager is out of the office on an extended trip/vacation/leave, can the system be set to auto-approve my time off requests?

Yes, the MyTimeOff tool offers two options. The manager can turn on the ‘automatic approval’ feature to automatically approve ALL submitted leave requests. Or, the manager can designate a proxy to approve leave requests on their behalf. Please discuss the best option for you and your manager.
Available Balances

**UNIVERSITY of NOTRE DAME**

**OFFICE of HUMAN RESOURCES**

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**My Time Off**

- **Date of Hire for staff member**
- **Supervisor that will approve leave requests**
- **Your current balance of Vacation Hours**
- **The rate you accrue Vacation Hours per pay period**
- **Available Balances of last payroll cycle**
- **Used Balances as of last payroll cycle**
- **Current available balance of Family Illness Hours for the calendar year**
- **Current available balance of Personal Hours for the calendar year**
- **Current available balance of Family Illness Hours for the calendar year**
- **Personal Illness and Short Term Income Replacement Hours are the same balance of hours. Personal Illness Hours are deducted from Family Illness Hours.**
1. To request a new leave select ‘New Leave Request’
2. Select a Leave Type. Click the down arrow in the Leave Type box and select the type of leave request.
3. Enter a Start Date and/or End Date. Click the Start/End Date box, a calendar will open. Select a date using the calendar tool or type a date into the box. Change the hours to be taken if you will be taking less than a full day of time off.
4. Submit Your Request. Click the ‘Submit for Approval’ button. Once submitted, you will be taken to the ‘My Pending Leaves’ tab
View Pending Leaves – Cancel a Leave Request

1. Go to ‘Pending Leaves’.
2. **Select the Leave Request.** Toggle the check box for the leave request(s) you want to cancel. You can select multiple leave requests at one time.
3. **Cancel the Leave Request.** Click the ‘Cancel Selected’ button.

### Pending Leaves

<table>
<thead>
<tr>
<th>Select</th>
<th>Leave Type</th>
<th>Hours</th>
<th>Start Date</th>
<th>End Date</th>
<th>Approver</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Vacation</td>
<td>48</td>
<td>03/31/2017</td>
<td>04/07/2017</td>
<td></td>
<td>09/02/2016</td>
<td>Manually Approved</td>
</tr>
<tr>
<td>☐</td>
<td>Vacation</td>
<td>16</td>
<td>06/22/2017</td>
<td>06/23/2017</td>
<td></td>
<td>01/11/2017</td>
<td>Manually Approved</td>
</tr>
</tbody>
</table>

*Personal Hours are deducted from Family Illness Hours.*

**Available Balance as of:** 01/23/2017
- **Vacation Hours:** 131.85 - 64 (Pending)
- **Personal Hours:** 16
- **Family Illness Hours:** 80

**Pending balance in (RED)**
1. Go to ‘Leave History’.
2. Enter a Date Range. Click the Start/End Date box, a calendar will open. Select a date using the calendar tool or type a date into the box.
3. Select a Leave Type. Click the down arrow next to the Leave Type box and select the type of leave request.
4. View Leave History. Click ‘Search’.