

VACATION REQUEST

FAMILY ILLNESS/PERSONAL DAYS – 80 hrs/year max\*  
(\*Up to 16 hours for personal business)

PERSONAL ILLNESS/SHORT TERM INCOME REPLACEMENT (STIR)  
1040 Hours per year max

PARENTAL LEAVE - 4 weeks max\*  
(\*1 wk incr within 12 mos of event)

[MyTimeOff.nd.edu](http://MyTimeOff.nd.edu) is an online tool for requesting, approving, and recording leave requests.

FAQs

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:

Leave Type	When to Use	When Allotted	Maximum Time Available
Vacation	Planned time off from work taken in one-half or full-day increments.	Accrue each pay period	Based on hire date up to 1 week over annual maximum
Personal Illness	Periodic time off for staff member’s own personal illness.	Rolling 12 months	6 months (26 weeks)*
Personal	Up to 2 days for personal business. Personal time is deducted from Family Illness balance of hours.	Per calendar year	2 days
Family Illness	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.	Per calendar year	10 days
Parental Leave	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	Within 12 months of the birth or adoption	4 weeks
Short Term Income Replacement (STIR)	Continuous time off for staff member’s own illness that exceeds 7 calendar days with medical review and determination through CareWorks.	Rolling 12 months	6 months (26 weeks)*

\*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](mailto: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/>

### 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/>

### 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.

## FAQs continued

### **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](mailto: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

## My Time Off

- [Home](#)
- [New Leave Request](#)
- [Pending Leaves](#)
- [Approve Leave Requests](#)
- [Leave History](#)
- [Manager](#) ▾

**New Leave Request for** \_\_\_\_\_

**Hire Date:** 07/05/2016      **Supervisor:** \_\_\_\_\_      **Vacation Hours Accrual Per Pay Period:** 3.34

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**Available Balances of last payroll cycle**      **Used Balances as of last payroll cycle**

<p><b>Available Balance as of:</b> 01/20/2017</p> <p><b>Vacation Hours:</b> 142.81</p> <p><b>Personal Hours:</b> 16</p> <p><b>Family Illness Hours:</b> 80</p> <p><small>* Personal Hours are deducted from Family Illness Hours.</small></p>	<p><b>Hours Used as of:</b> 01/20/2017</p> <p><b>Personal Illness Hours:</b> 0</p> <p><b>Parental Leave Hours:</b> 0</p> <p><b>Short Term Income Replacement Hours:</b> 0</p>
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Date of Hire for staff member

Supervisor that will approve leave requests

You are signed in as

The rate you accrue Vacation Hours per pay period

Your current balance of Vacation Hours

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

Family Illness and Personal Hours are the same balance of hours. Personal Hours are *deducted from* Family Illness Hours.

Personal Illness and Short Term Income Replacement Hours are the same balance of hours. Personal Illness Hours are *deducted from* Short Term Income Replacement Hours.

# New Leave Request

Home | **New Leave Request** | Pending Leaves | Leave History

You are signed in as

## New Leave Request

Hire Date: 07/05/2016      Supervisor:      Vacation Hours Accrual Per Pay Period: 3.34

Available Balance as of:	01/20/2017	Hours Used as of:	01/20/2017
Vacation Hours:	142.81	Personal Illness Hours:	0
Personal Hours:	16	Parental Leave Hours:	0
Family Illness Hours:	80	Short Term Income Replacement Hours:	0

\* Personal Hours are deducted from Family Illness Hours.

Leave Type **2**  
Vacation

Start Date **3**      End Date      Hours \*       Include Weekends?

**Submit for Approval** **4**

- 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

Home | New Leave Request | **Pending Leaves** | Leave History

You are signed in as \_\_\_\_\_

## Pending Leaves

Available Balance as of: 01/23/2017      Hours Used as of: 01/23/2017

Vacation Hours:	131.65 - 64 (Pending)	Personal Illness Hours:	0
Personal Hours:	16	Parental Leave Hours:	0
Family Illness Hours:	80	Short Term Income Replacement Hours:	0

\* Personal Hours are deducted from Family Illness Hours.

Select	Leave Type	Hours	Start Date	End Date	Approver	Submission Date	Status
<input type="checkbox"/>	Vacation	48	03/31/2017	04/07/2017		09/02/2016	Manually Approved
<input type="checkbox"/>	Vacation	16	06/22/2017	06/23/2017		01/11/2017	Manually Approved

**Cancel Selected**

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.

## View Leave History

Home New Leave Request Pending Leaves **Leave History** You are signed in as

### Leave History

Start Date:  End Date:  Leave Type:

Available Balance as of	01/01/2016	12/31/2016	Used 01/01/2016 - 12/31/2016	
Vacation Hours:	78.65	126.65	Personal Illness Hours:	0
Personal Hours:	16	16	Parental Leave Hours:	0
Family Illness Hours:	80	80	Short Term Income Replacement Hours:	0

\* Personal Hours are deducted from Family Illness Hours.

Leave Type	Hours	Start Date	End Date	Submitter	Approver	Activity Date	Status	Comment
Vacation	8	05/06/2016	05/06/2016			01/13/2016	Submitted	
Vacation	40	06/23/2016	06/29/2016			01/13/2016	Submitted	
Vacation	40	06/23/2016	06/29/2016			01/13/2016	Manually Approved	

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'.