



Dear Colleagues,

We want to share with you SLU's revised time and leave policies. Please read the guidelines below and reach out at any time with questions.

Annual Leave and Unscheduled Holidays

- Annual leave is taken when one is out of the office for vacation and/or other personal matters. Annual leave and unscheduled holidays must be requested for **and** approved in advance. Requests should be submitted to your direct supervisor.
 - Approval of leave time is subject to the status of existing projects and the ability to cover the areas of your responsibility during your absence.
 - In the case of emergencies, an employee may need 1-2 business days off without notice. In these rare circumstances, advanced approval is not required. It is the responsibility of the employee to email his or her supervisor alerting them of their attendance that day.
 - Requests for up to two weeks (10 business days) off are subject to approval of your immediate supervisor.
 - Requests for more than two weeks (11+ business days) require approval from Senior Dean and Associate Dean (Gladys Palma de Schrynemakers and Burt Sacks).
 - Please do not make travel arrangements until you have received approval of your time off request.
 - SLU will begin requesting upcoming vacation time of all staff on a quarterly basis
- Leave requests will be considered on a “first come, first served” basis.
- Approvals are contingent upon adequate time and leave balances, which Human Resources maintains in accordance with up-to-date timesheets. Any inquiries prior to submitting leave requests can be addressed to HR.
- If you are over your annual leave cap, please plan to be at or below your cap by August 31st. Requests to extend excess annual leave time will not be approved.

Sick Leave

- If you are calling out sick, you must contact your supervisor and Walter Romney by 10am via email (Walter.Romney@slu.cuny.edu) and/or main telephone (646)313-8300.
- Non-teaching instructional employees can use a maximum of 3 sick leave days per academic year to care for a family member.
- Use of more than 5 consecutive days of temporary disability (sick) leave is considered Family Medical Leave. If you anticipate being out sick, or caring for an immediate family member who is ill, for more than 5 consecutive business days, please contact Human Resources at TimeandLeave@slu.cuny.edu.
- The Human Resources Department may request documentation for certain uses of sick leave.

Daily Attendance Report

- The Daily Attendance Report is an account of all who are onsite on a given day. It is intended to capture when an individual is out of the office, on vacation, or coming in late/leaving early. The report only states attendance status “in-person/ remote/ out/ in at a specific time/ leaving early” information.
- The default on the report is that everyone is present and working at SLU.
- Anyone out on a given day must inform his/her immediate supervisor by email and Walter Romney by 10am via email (Walter.Romney@slu.cuny.edu) and/or main telephone (646)313-8300.
- The Associate Dean for Finance, Administration, and Operations will continue to assess the efficiency and the effectiveness of the daily report and explore new methods of capturing this information.

SLU has instituted a leave restriction period two weeks prior to and two weeks following the first week of classes for the fall and spring semesters each year. The restriction period is to ensure smooth operations during our busiest times of the year, and to guarantee that the needs of our students, faculty, and staff are met with the utmost satisfaction. Requests during this restricted period will be reviewed on a case-by-case basis by the Senior Dean and Associate Dean, and approvals slightly staggered during this time frame.



REQUEST FOR TIME OFF

This form is to be completed when requesting annual leave or unscheduled holidays for three or more consecutive days. Such requests for time off are to be made in advance and are subject to the approval of your immediate supervisor.

For requests for more than two weeks off, approval is also required from the Senior Dean and Associate Dean (Gladys Palma de Schrynemakers and Burt Sacks).

If requesting leave during the restricted time (two weeks prior to and two weeks following the beginning of semester), Supervisor must provide appropriate rationale to Senior Dean and Associate Dean (Gladys Palma de Schrynemakers and Burt Sacks).

Requestor's Name: _____

Requestor's Immediate Supervisor: _____

Date Request Submitted: _____

Date(s) Requested Off: _____

Number of Business Days Requested Off: _____

Employee Signature: _____

Approved By: _____

Name

Title

(Supervisor's Signature)

Date

Approved Forms must be submitted with Timesheets to TimeandLeave@slu.cuny.edu .