

New Faculty Training: Time Off and Payroll

Sick Time Off

Paid sick time off is granted to an employee only for the necessary absence from duty because of personal or family illness, injury, or other medical related situations. Sick time off cannot be requested until after it has been accrued. Employees requesting sick time off must request the sick time off through Workday as soon as possible. Requests for sick time off will route to the employee's manager for approval. Sick time off must be requested in half day or full day increments. More information on the use of accrued sick time off can be found in the Faculty handbook.

Sick time off is accumulated on an unlimited basis. Unused sick time off is forfeited when employment is terminated, however, it will be restored should the employee be reemployed by the University and/or the State within one year of termination.

An employee who is retiring (or who separates from service and is retirement eligible) may be paid for a portion of unused accumulated sick leave based on the length of service and sick leave balance at the time of retirement.

Funeral Leave

Faculty may be granted funeral leave with pay upon the death of a close relative. Factors of relationship and necessary travel time will be considered in determining the proper amount of time that will be granted, not to exceed six working days per occurrence.

Funeral leave may be granted in cases where a death affects other relatives residing in the employee's household.

Funeral leave requests are made through the 'Request Time Off' task in Workday and must include the relationship, location of the funeral, and number of days requesting. The Funeral leave request will route to the Human Resource Director for approval.

Jury Duty

Faculty shall be granted leave with pay for the required jury duty or required court appearance before, and at the direction of, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court. An employee shall not be entitled to leave of absence with pay in circumstances where the employee is called as a witness on the employee's own behalf in an action in which the employee is a party.

Holidays

A list of the designated holidays can be found on the Human Resources website:

<http://www.fhsu.edu/humanresourceoffice/Holidays/>

The University is closed and classes will not be in session on designated holidays, with the exception of Veteran's Day when the University remains open.