METRC Policy & Procedure Manual

Title: Policies & Procedures Pertaining to Paid Time Off

Document ID: MCC_PP_PTO

Version & Publication Date: V 1.0, 7/12/2019

Previous Version Date: N/A

General Description & Purpose: This document describes the policies and procedures pertaining to paid time off and holidays for MCC personnel.

I. Planned Leave

The tracking and approval of planned leave is a responsibility shared by the individual, the Finance Director, Operations Director, and the colleagues on the individual's study team(s). The Finance Director tracks and approves staff members' e210's, the University's formal tracking system for paid time off. On the day-to-day operations side, it is important for individuals to inform the Operations Director their fellow study team members if they're going to be out of the office. This ensures the MCC's ability to most efficiently manage meeting schedules and work flow, etc. When requesting paid time off, MCC staff members do the following:

- Seek written or verbal approval, as is necessary for staff team members, from the above-described individuals.

- If the individual holds a faculty position that does not require formal approval, s/he should still inform his or her colleagues of the planned time out of the office.

- The further in advance that approval is sought or notice is given to the individual's team members, the better. The following are appropriate time-frames:

    o For 1-2 days out, Request/Notify 1-2 weeks in advance
    o For 3-5 days out, Request/Notify 1-2 months in advance
    o For >5 days out, Request/Notify 2 months or more in advance

- Regardless of the individual's designation as a staff or faculty member, s/he should send an email message with the dates of your planned time out of the office to the Operations Director, the Finance Director, and to his or her other supervisors or colleagues as necessary.

- Mark your planned time out of the office on the shared METRC calendar.

Keeping Track of Paid Time Off

Team members who are required to formally track time out of the office on e210's are automatically kept aware of how many vacation days, etc., have been accrued and spent, etc. For those team members in faculty positions, while the rules surrounding accrual of time off are different (faculty don't formally accrue PTO), they should still be conscientious of colleagues and plan to generally apply the University's formula for staff positions to themselves. Annually, employees are entitled to 3 weeks of paid vacation time, 12 sick days, and 2 floating holidays for most staff positions; there is some variation depending on seniority and length of service.

II. Unplanned Leave

Sick Days

On the occasion that an individual is sick and unable to come to work, s/he should try to send a message to the Finance Director, Operations Director, and his or her other supervisors or colleagues as appropriate. It is understood that this may be difficult to do when ill. Those on the receiving end of such a message will help to ensure that the news of the team member's temporary absence is circulated to all necessary individuals.

Brief Unplanned Time Out

If someone has a doctor appointment or other personal commitment and needs to arrive late, leave early, or leave for a brief time during the middle of a work day, s/he should notify his or her colleagues. If the appointment only requires the individual to miss 1-2 hours of the work day, s/he may make-up this time by arriving early or staying late on adjacent days. For staff members who are unable to extend hours on adjacent days, they should use their paid time off. Non-exempt staff may take time off (vacation or sick) in hourly increments. Exempt staff are required to take a full or half day.

_____

DOCUMENT HISTORY

- **V1, 7/12/2019**
    - Updates: N/A
    - Dissemination Method: Email memo to MCC Personnel; Publication to Dropbox
    - Primary Author(s): Lauren Allen, Operations Director
    - Stakeholders Engaged: MCC Executive Management Team, Manisha Anand
    - Formal Review or Approval Process: N/A
    - Name & Role of Trainer: N/A
    - Date & Venue of Training: N/A
    - Who Attended Training: N/A