

HUMAN RESOURCES HELPING HANDS PRESENTATION



EMPLOYEE LEAVE FORMS

- ▶ It is imperative that ALL full-time benefit eligible employees submit leave forms in a timely manner for ANY/ALL time away from a scheduled or regular workday.
- ▶ Forms should be complete and reflect leave posted on Timeforce (reason section filled out and employee category indicated).
- ▶ Submit to HR within 3 days after the event.

VACATION LEAVE

- Every Full-Time Benefit eligible employees earn 8 hours a month (4 hours if first day is after 15th of the month)
- Vacation earned during one fiscal year must be used BEFORE March 1st of the following fiscal year (our fiscal year is Sept 1 - Aug 31)
- Accrued vacation hours may be used starting on the 1st of the month following one month of employment

SICK LEAVE

- ▶ Full-Time Benefit eligible employees earn 8 hours per month (4 hours if first day is after 15th of the month)
- ▶ May be used for personal illness in the employee's immediate family.
- ▶ Immediate family, of employee, in this Board policy is defined as:
 - ▶ children
 - ▶ parent
 - ▶ or spouse
- ▶ May be used starting on the 1st of the month following one month of employment

NEW SICK LEAVE DONATION POLICY

- ▶ Effective 09/01/2015 employees may voluntarily donate sick leave hours to another employee.
- ▶ A sick leave donation made specifically to benefit another employee should not be confused with an employee's donation of accrued sick leave hours to the sick leave pool.
- ▶ The policy is intended to benefit those employees who have exhausted all accrued sick leave entitlement including any amounts for the SLP.
- ▶ The additional donation granted by one employee to another employee allows the employee on sick leave to remain on paid leave status during a recovery from illness or injury.
- ▶ Employees may use donated sick leave in order to care for eligible immediate family members.

The number of sick leave hours which will be granted to an employee recipient of sick leave hours will be limited on the basis of reasonable need depending on the recipient's condition or need based on the information on a practitioner's statement.

SICK LEAVE POOL

- ⦿ Must be full-time and have completed 12 calendar months of employment.
- ⦿ Must have minimum of 72 sick leave hrs accrued
- ⦿ Enrollment Periods are April and October.
- ⦿ Initial enrollment donation of 24 hours (8 hrs automatic donation every year after, unless discontinued).

FUNERAL LEAVE

- ▶ May be used for the death in the employee's family.
- ▶ Under this Policy, the employee's family is defined as:
 - ▶ the employee's spouse
 - AND
 - ▶ the employee's and the spouse's
 - ▶ parents,
 - ▶ children
 - ▶ brothers
 - ▶ sisters
 - ▶ grandparents
 - ▶ and grandchildren
- ▶ May use a maximum of 3 days (24 hours) which are to be taken from sick or vacation hours, or taken as leave without pay

PERSONAL LEAVE

○ May be used for:

1. Funerals not covered under funeral leave

2. Religious observances not on the approved College calendar

OR

3. Sick leave for persons outside the immediate family


- 3 days (24 hours) available during any fiscal year (*combined not 3 days for each*)
- Will be subtracted from sick leave otherwise must be requested from vacation.
- All personal leave is required to be approved in advance

Educational Activities Leave

- ▶ You may use up to eight hours of accrued sick leave each fiscal year to attend an educational activities of the employee's child who is a student attending a grade from prekindergarten through 12th grade.
- ▶ An educational activity is defined as a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip etc....
- ▶ Employee shall give reasonable advanced notice of intention to use the sick leave to attend an educational activity.


JURY AND WITNESS DUTY


- ▶ Submit an employee leave form with copy of summons attached (Very important!).
- ▶ EX: 1:30pm = ½ day request

 **Laura Hinojosa**
District Clerk
Jury Administration Office
Courthouse
100 N. Closser
Edinburg, Texas 78539
ejuror@co.hidalgo.tx.us

Reporting: 02/18/2014 : 1:30 PM

JURY SUMMONS





GREETINGS: You are hereby summoned to appear at the Courthouse Auditorium, 100 N. Closser, 1st Floor, Edinburg, Texas, to serve as a Petit Juror in the District and County Courts of Hidalgo County. For further information call the District Clerk's Office at (956) 318-2200 ext 6277 between the hours of 7:30 a.m. and 5:30 p.m. MONDAY through FRIDAY.


CONVENIENTLY COMPLETE THIS QUESTIONNAIRE BY ACCESSING OUR WEBSITE:
WWW.CO.HIDALGO.TX.US/EJUROR OR COMPLETE AND SIGN WHERE INDICATED AND RETURN WITHIN 5 DAYS IN THE ENVELOPE PROVIDED.

PLEASE USE DESIGNATED PARKING EASTSIDE OF COURTHOUSE


YOUR APPEARANCE DATE IS:

February	18	2014	1:30 PM
MONTH	DAY	YEAR	TIME

BRING THIS TOP SUMMONS WITH YOU ON YOUR APPEARANCE DATE.

 **JUROR BADGE**
HIDALGO COUNTY, TEXAS

NAME:
PARTICIPANT NUMBER:
BAR CODE:



WARNING

You must under penalty of law, answer this summons in person at the respective time and date. **THE LAW PROVIDES A FINE OF \$100 TO \$500 FOR BEING LATE OR FAILING TO APPEAR.** No person except a District Judge may excuse a juror from serving.

Any person who files a false claim exemption may be punished by a fine of not less than \$100 nor more than \$500.

TO CLAIM A LEGAL EXEMPTION BY MAIL SEE BACK OF THIS FORM.

Leave Without Pay

- ▶ Unpaid leave is allowed under an approved FMLA, leave of absence, military leave, or Workers Comp.
- ▶ The employee must have exhausted applicable accrued leave before requesting LWOP for any time away from the workplace

Workers Compensation

- ▶ *If emergency medical treatment is required, please immediately contact emergency medical care for employee (911 & campus security 872-2589)*
- ▶ *Follow through with required reporting to Human Resources Benefits Office at 872-3728.*

Employee Incident Report

- ▶ If the employee is unavailable to complete the Incident Report, the supervisor should complete the form.
- ▶ The incident report must be completed within 24 hours of the College's first notice of the incident.
- ▶ FAX the completed form immediately to the Office of Human Resources at 872-3810. Give a copy to the employee, and retain a copy for your department file.
- ▶ The form is located in the HR website under HR Forms and Policies #16.

Supervisor's Investigative Report

- ▶ Supervisor should complete the Supervisor's Report and fax to HR within 3 days of incident.
- ▶ The Form is located in the HR website, under HR Forms and Policies #17

Witness Statement Form

- ▶ Should be completed by any witness(es) to incident and faxed to HR within 3 days of incident.
- ▶ Form is located in the HR website under HR Forms and Policies #18.

Military Leave

- ▶ An employee may take a paid leave of absence of not more than **15 workdays** in a fiscal year to perform temporary active duty with Reserve or National Guard units. During such leave of absence and while engaged in the performance of such military duty.
- ▶ The College shall carry forward from one fiscal year to the next the net balance of unused accumulated leave under the Short Term Military Leave available not to exceed 45 workdays.
- ▶ A copy of the official military orders must be attached.
- ▶ Notify HR if a deployment may be foreseen.
- ▶ Direct-Wage employees are entitled to 57 hours of Military Leave!!!!

What is FMLA?

Eligible College employees are entitled, under the Family and Medical Leave Act (FMLA) (29 U.S.C. 1261, et. seq.) to a total of 12 weeks of leave during any 12-month period which allows them job protection.

Eligibility for leave

An eligible employee is one who has been employed by the College for at least 12 months and who has worked at least 1,250 hours during the preceding 12 months.

- ▶ The 1,250 hours refers to hours actually worked and does not include any paid time off.

Qualifying events

- ▶ For birth of a son or daughter and to care for the newborn child.
- ▶ Adoption or foster care of a son or daughter;
- ▶ To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- ▶ Because of a serious health condition that makes the employee unable to perform the functions of the employee's job; or

Qualifying events (cont..)

- ▶ Any qualifying exigency (as governed by federal regulations promulgated by Dept of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty)
- ▶ To care for spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. Entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

What is the first step?

Whenever an eligible employee's leave is foreseeable or is out for More Than 3 Days (sick leave).

1. Employees/department will need to contact HR to begin the process.
2. The **Family Medical Leave Request** needs to be completed and forwarded to the Office of Human Resources

Medical certification

- ▶ The application must include the required **Medical Certification** from the health care provider of the eligible employee, child, spouse, or parent as appropriate.
- ▶ If approved, medical certification must be submitted to the Office of Human Resources within 15 days of receipt of employer response.

Departments Role

- ▶ Department is notified
- ▶ For TimeForce users, HR will complete timecard with FMLA leave used
- ▶ Employee is sent hard copy of timecard for signature, then it is forwarded to supervisor
- ▶ Supervisors will sign leave forms and return to HR in a timely manner
- ▶ Supervisors will need to continue to approve timecards in TimeForce.

HIPAA privacy laws state it's recommended the supervisor have minimal contact while the employee is out in FMLA leave.** All communication will be handled by Human Resources.

Intermittent leave

Leave taken for the birth, adoption, or foster care of son or daughter can be taken intermittently or on a reduced leave schedule upon agreement between employer/employee.

- ▶ Leave taken for a serious health condition or a serious injury or
- ▶ Illness of a covered service member may be taken by an employee intermittently or on a reduced leave schedule when medically necessary.

Intermittent leave cont...

- ▶ HR will send the employee a Modified Work Schedule to be reviewed by the department. Signed by the Supervisor and returned to HR in a timely manner.
- ▶ Employee is **REQUIRED** to follow set schedule and advise HR and Supervisor if schedule will be changed.

Leave

Employee is expected to utilize ALL applicable paid leave concurrently:

- ▶ Sick
- ▶ Vacation
- ▶ Leave With out Pay

Leave will be counted against the employees FMLA leave entitlement.

Returning to work

- ▶ Before Returning to Work:

We REQUIRE a Doctors Release Notice.

HR will notify supervisor when employee will return to work or continue to be out.

- ▶ Light Duty - May or May NOT be approved depending on the job position.

- ▶ EXAMPLES:

- ▶ Secretary - No Climbing: *May be accommodated*

- ▶ Custodial - Limited Walking: *May NOT have light duty available*

New Rights of Nursing Mothers to Express Breast Milk in the Workplace

- ▶ The College supports the rights of nursing mothers in the workplace in compliance with State and Federal Laws.
- ▶ An employee shall be provided with a reasonable break time and a reasonable space for the employee to express breast milk for up to one year from the child's birth.

Benefits Staff Contacts

- ▶ Karina Garza, Benefits & Payroll Manager: 872-3804

kgarza36@southtexascollege.edu

- ▶ Sandra Garcia, Benefits Specialist: 872-3808

sgarcia_6747@southtexascollege.edu

- ▶ Esteban Garcia, Benefits Specialist: 872-3801

egarcia_1252@southtexascollege.edu

- ▶ Sergio Trevino, Benefits Specialist: 872-3728

Strevino_4825@southtexascollege.edu

Temporary Agency Employee Requests

▶ Some things to remember:

- It takes approximately one week to process a request - please plan ahead.
- Avoid overtime for Temporary Agency Employees - contracted hours are encumbered at only 40 hrs/week.

▶ **CAN:**

- ✓ Work beyond assignment dates - request an extension, if needed.
- ✓ Be replaced, for any work-related reason (attendance, failure to abide by policy, etc.).
- ✓ Apply for full-time positions with the College - Check with HR (Cordelia).

▶ **CANNOT:**

- ✗ Start work until a PO# has been assigned - NO EXCEPTIONS.
- ✗ Work when the College is closed (holidays, semester breaks, etc.)
- ✗ Drive as part of their job duties (running errands, making deliveries, picking up documents, etc.)

Temporary Agency Employee Requests

▶ Contact:

- ▶ Cordelia Shotts, Adm. Assistant @ 872-3745
cshotts_9413@southtexascollege.edu

Any Questions?

