

Business Process for Application of Family Leave Policy

The new Family Leave policy allows Operating Staff and PATs **with at least one year of benefits-eligible service** to use a maximum of 10 days **per fiscal year** of their accrued Earned Time Sick Pool or PAT Sick Leave, respectively, for Family Leave. It can be used for medical appointments, illness, or medical needs of an immediate family member; prenatal or postnatal care; for purposes of caring for a new baby or adoptive/foster child after placement; or for extended bereavement leave. For Family Leave purposes (except extended bereavement leave), immediate family member is defined as spouse, parent, legally dependent child, or any person living in the staff member's household. See USY.V.A.18 for definition of immediate family for bereavement leave.

Operating Staff

Details Specific to Operating Staff

- Family Leave is available only if the staff member has a Sick Pool accrual.
- The 10 day maximum for Operating Staff equates to 75 hours for staff on a 37.5 hour work week and 80 hours for staff on a 40-hour work week.
- The maximum hours are pro-rated for staff working part-time, based on their percent-time.
- Earned Time is accrued on Sick Pool time used for Family Leave.
- Access to the Sick Pool for use of Family Leave does not require the prior use of five earned time days. However, use of Family Leave for bereavement leave requires one Earned Time day prior to accessing the Sick Pool for Family Leave. (See USY.V.A.18 for definition of immediate family for bereavement leave.)

Process for Operating Staff

New earn codes for Family Leave, which will draw time from the Operating Staff member's accrued Sick Pool (SKPL) or Sick Leave (TSIC) for those OS on the traditional leave plan), have been established.

- Earn code 443 will be used for Family Leave use by employees at GSC, KSC, PSU, System Office, and those units at UNH with positive pay
- Earn code 543 will be generated by 3rd Party time reporting systems for Family Sick Pool use through KRONOS and FAMIS;

- Earn code 540 will be generated by 3rd Party time reporting system for Family Sick Leave (old traditional leave plan) use through Kronos and FAMIS when the employee participates in the old traditional leave plan.

For employees whose time is reported via PHATIME, the use of sick pool for Family Leave will be documented on OS time cards/records and entered via the new earn code of 443 in PHATIME. **The Earn code of 443 will cause a reduction in the regular hours defaulted and a docking will result if the Family Leave use is coded and the staff member's accrued Sick Pool cannot cover the time used.** MR will develop reports to track Family Leave use. It is the responsibility of the campus Human Resource Office, or its designee, to determine eligibility, monitor Family Leave for appropriate use, and review management reports of Family Leave to identify when maximum use has occurred.

For employees whose time is reported via the Kronos system, the use of sick pool or sick leave for Family leave will be communicated in writing to the Kronos Business Unit via the employee and/or the supervisor. The Kronos Business Unit staff will enter a direct pay code entry to the employee's time card record with the number of hours authorized to be paid as Family Leave. (Kronos Pay Code: FAMILY SICK POOL for sick pool use or FAMILY SICK LEAVE TR for sick leave use)

For employees whose time is reported via the FAMIS system, the employee and/or supervisor will make the entry into the FAMIS system. FAMIS pay codes will be converted to Banner earn codes as part of the feed create process performed by Facilities Services staff. (FAMIS Pay Code: FMOSSICK for family leave from sick pool use and no code created for OS employees who remain on the traditional sick leave program because Facilities Services has none at this time.)

For those at UNH not entering time in Banner or using 3rd Party time system, Family Leave use is recorded on OS time cards/records. It is the responsibility of the campus Human Resource Office, or its designee, to determine eligibility, monitor Family Leave for appropriate use, and to identify when maximum use has occurred.

PAT Staff

Details Specific to PAT Staff

- Family Leave is available only if the staff member has a Sick Leave accrual.
- The 10-day maximum for PATs is pro-rated for those on percent-time appointments.

- Family leave may also be used for extended bereavement leave in those instances when the death of an immediate family member requires a longer absence than the five days provided by bereavement leave policy. (See USY.V.A.18 for definition of immediate family for bereavement leave.)

Process for PAT Staff

A new leave category, Sick Leave for Family Leave (SKFL), will be established in PEAEMPL for Family Leave.

For those recording PAT leave time in PEAEMPL in Banner, the number of Family Leave days should be added to the Leave Code SKLV under “Taken”, with a comment to indicate the time used is for Family Leave. The Family Leave time will also be added to the new Family Leave category, SKFL, under the columns marked Begin Balance and Taken, with a comment, such as date(s) used. Since the maximum use is 10 days per fiscal year, the Begin Balance should not exceed 10 days and STRS will create a process to roll the family leave category to zero on July 1st of each year. This method tracks the transfer of sick leave to Family Leave, its use, and provides a field with a total for Family Leave taken.

An MR report will be created and run to allow the HR Offices to monitor Family Leave on an on-going basis.

For those at UNH not entering time in Banner, Family Leave use is recorded on PAT leave forms. It is the responsibility of the campus Human Resource Office, or its designee, to determine eligibility, monitor Family Leave for appropriate use, and to identify when maximum use has occurred.