ABSENCE MANAGEMENT EMPLOYEE GUIDE



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OVERVIEW

As of March 2017, the campus will implement the CSU Absence Management module which allows time entry to be entered online into the CMS system. All other documentation, such as jury duty certification, is still required. There are three specific roles in the process, other than the Payroll process:

- Employees enter, review, and submit their Absences in self-service for the current period. Employees can delete Absences when they are in the status of "Submitted" or "Needs Correction". Employees may also be required to delete and re-enter absences based on notifications from Timekeepers and/or Managers.
 DEADLINES: ABSENCES FOR THE CURRENT PAY PERIOD MUST BE ENTERED BY THE 25TH OF EACH MONTH.
 ABSENCES FOR FUTURE PAY PERIODS MAY BE ENTERED AT ANY TIME.
- 2. Timekeepers review the Absences for accuracy and update the Absence status to "Reviewed" for correct Absences or "Needs Correction" which generates a notification to the employee to correct the Absence. Timekeepers may enter an Absence on an employee's behalf which automatically updates to a status of "Reviewed".

DEADLINES: ABSENCES FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE END OF EACH MONTH.

3. Managers/Approvers approve absences which have been entered by employees and reviewed by Timekeepers. Managers may also enter an Absence on an employee's behalf. Absences entered by Managers are automatically updated to a status of "Approved" and cannot be corrected by the employee or timekeeper. Employees automatically receive an email notification when an Absence is entered on their behalf, but not when the Absence is approved.

DEADLINES: APPROVAL OF ABSENCES FOR THE CURRENT PAY PERIOD MUST BE COMPLETED BY THE 5TH OF THE MONTH FOLLOWING THE PERIOD.

4. **Payroll** processes approved absences, makes corrections to entries, enters all Catastrophic Donation entries, reviews comments and finalizes the absences and accruals. Not all entries by Payroll will create an email notification.





1. LOG INTO PEOPLESOFT THROUGH THE PORTAL

MyCSUDH Faculty
STUDENT SERVICES
-
2
Print





1. VIEW REPORTED ABSENCES

STEP	ACTION	SCREENSHOT
1	The Report and View Absences page is used to enter time off such as 'Vacation' and 'Sick'.	Report My Time Report and View Absences
	and View Absences"	Employee Balance Inquiry Monthly Schedules
2	The " Report and View Absences " page is displayed.	Report and View Absences Thelonious Monk 11111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000
	Dates will default to the current month.	Click for Instructions
	If entering or viewing absences for a prior month, enter the appropriate 'From' date.	From 02/01/2017 B Through 03/01/2017 B
		Existing Absence Events Personalize Find 🗐 🔢 First 🕥 1 of 1 🕑 Last
	To view historical or future data, change the From and/or Through date(s) and tab out to refresh the data.	Ausence warne begin bare End bare Duration Unit Type Last updated by
		Enter New Absence Events
		Absence Name "Begin Date "End Date Duration Unit Type No Leave Taken V 02/01/2017 13 03/01/2017 13 Add Comments + -
		Calculate Duration To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit
3	Reported absence events that fall	Report and View Absences
	within the requested time period	Thelonious Monk 111111121 0
	display as existing absence events.	Administrator IV 3000 CITO EXECUTIVE OFFICE 60000
		Flick for instructions
		From 11/01/2016 🖲 Through 03/01/2017 🕞
		Existing Absence Events Personalize Find [20] E First ④ to f 1 ④ Last Absence Absence First Ab
		Vacation 02/03/2017 02/03/2017 8:00 Hours Sutarilied Thekonious Monk
		Enter New Absence Events
		Absence Name "Begin Date "End Date Duation Unit Type No Leave Taken V 02011/2017 (R 03011/2017 (R 44011/2017)) 4dd Comments + -
		Calculate Duration
		To the best of my knowledge and belief, the information submitted is accurate and in full compliance with legal and CSU policy requirements.





2. REPORTING "NO LEAVE TAKEN"

Employees enter absences using the Absence Management Self Service page. These entries are then verified by either a timekeeper or approving manager and marked as "Approved" or "Needs Correction".

All employees are required to report "No Leave Taken" if they have no absences to report for the pay period. "No Leave Taken" should only be used if there was no time taken off work during the period. It cannot be reported with any other absence event in the same period.

💼 Report My Time
Report and View Absences Employee Balance Inquiry Monthly Schedules
Absences 60000
Through 03/01/2017 B tts Personalize Find 2 B First 1 of 1 2 Last Begin Date End Date Absence Status Last Updated By 02/01/2017 03/01/2017 Submitted Thelonious Monk Pegin Date *End Date Absence Unit Type 4 02/01/2017 03/01/2017 3 Add Comments + -





STEP	ACTION	SCREENSHOT
3	Verify the accuracy of the Absence Name, Begin Date and End Date and if required, change the Begin and End dates	Report and View Absences Thelonious Monk 11111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Citick for instructionsi
	If accurate, click on the " Submit " button to submit the "No Time Taken" absence for approval	From 11/01/2016 Through 03/01/2017 Image: Constraint of the const
4	Click " OK " on the confirmation page	Submit Confirmation The Absence(s) were submitted successfully.
5	The " No Leave Taken " submission shows as an existing absence event with an absence status of "Submitted".	Report and View Absences Thelonious Monk 111111121 0 Administrator M 2000 CITO FXFCUTTVF CFFICE 60000 Ciext for Instructions From 0201/2017 From 0201/2017 Through 0301/2017 From 0201/2017 Ciext for Instructions Extern Name Begin Date Begin Date End Date Absence Name Double Cod Date Vol Leave Taken 0201/2017 No Leave Taken Double Cod Date Absence Name Double Cod Date No Leave Taken Double Cod Date Calculate Duration Cod Date Submitter add null compliance with legal ord CSU policy requirements Submitter Submitter Submitter





3. REPORT ABSENCES

Please see <u>Appendix A</u> for applicable Types.

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on " Report and View Absences "	Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules
2	The "Report and View Absences" page is displayed. "From" and "Through" dates are defaulted to the current month To view historical or future data, change the From and/or Through date(s) and tab out to refresh the data	Report and View Absences Thelonious Monk 1111112 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Cilick for Instructions From 0201/2017 10 Through 03/01/2017 10 Existing Absence Events Personalize Find @ @ First () 1 of 1 () Last Absence Name Begin Date Personalize Find @ @ First () 1 of 1 () Last Absence Name Date No Leave Taken 02/01/2017 10 03/01/2017 10 Add Comments (*) () Calculate Duration No Leave Taken O2/01/2017 10 03/01/2017 10 Add Comments (*) () Calculate Duration No Leave Taken O2/01/2017 10 03/01/2017 10 Add Comments (*) () Submitt Submitt Submitt Submitt Submitt Submitt
3	Select the appropriate Absence Name from the pull down menu The Begin and End dates are both set to the first day of the current period If applicable (i.e. vacation, sick), the available hours balance is displayed in the Balance column	Report and View Absences Thelonious Monk 11111121 0 Administrator M 3300 Cito Executive OFFICE 60000 Cick for Instructors From 0201/2017 Through 0301/2017 Existing Absence Events Personalize Find [20] Existing Absence Events Absence Name Begin Date End Date Calculate Duration *End Date Calculate Duration *End Date Calculate Duration *End Date Stürnt Stürnt





STEP	ACTION	SCREENSHOT
4	Select/enter the Begin and End dates	Report and View Absences Thelonious Monk 11111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Dick for Instructions From 0201/2017 Through 03/01/2017 Existing Absence Events Personalize Find [2]]] First (1 of 1 (1 Last Absence Name Begin Date Enter New Absence Events Duration Unit Type Last Updated By Sick - Family Care 02/03/2017 Sick - Family Care 02/03/2017 To the best of my knowledge and bellef, the information submitted in accurate and in full compliance with legal and CSU policy requirements.
5	If only part of a workday was taken off, select Partial Hours from the Partial Days drop-down and enter the number of hours in the "Hours Per Day" field.	Report and View Absences Theionious Monk 111111121 0 Administrator IV 3000 QTI0 EXECUTIVE OFFICE 80000 Citcl for Instructors From 0201/2017 Existing Absence Events Personalize Find I Reference Absence Name Bigain Date End Date Absence Unit Type Lext Massence Events Personalize Find I Reference Absence Name Bigain Date View Absence Events Absence Unit Type Lext Updated By Duration Unit Type Unit Type Stock - Family Care O2003/2017 Uot Duration Hours Io the boot of my Innowlodge and bolict, the Information submitted is accurate and in full compliance with legal and CSU policy requirements. Submit Submit
6	Click on the " Calculate Duration " button and validate that the correct number of taken hours displayed in the "Absence Duration" field When an absence requiring a comment is selected, the " Add Comments " link will turn red Click the " Add Comments " link to open the comments page	Report and View Absences Thelonious Monk 11111121 Administrative V 3300 Citro EXECUTIVE OFFICE 60000 Citic for Instructions From 02001/2017 IS Existing Absence Events Pertonalize Find [I]] Find: I of 1 I Last Opdated By Duration Existing Absence Events Pertonalize Find [I]] Find: I of 1 I Last Opdated By Duration Existing Absence Events Pertonalize Find [I]] Find: Wath Xeence Events Absence Name Toggen Date State Name State Opdate Toggen Date State Name State Opdate Toggen Date State Opdate Toggen Date





STEP	ACTION	SCREENSHOT
7	Enter the appropriate comments Note: Be brief and professional when adding comments Click "Save Comments" when all information is entered and click on "Return to Entry Page"	Absence Event Comments Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link. Please enter relationship of family member. Save Comments Return to Entry Page
8	TO ENTER ANOTHER ABSENCE Click on the plus (+) button to add another row and proceed as instructed above until you have entered all absences Note: If you enter a row in error (+), click on the minus (-) button on that row to delete it prior to submitting.	Report and View Absences Theomious Monk 11111111 0 Administrator M 3300 C100 EXECUTIVE 0FFICE 60000 Citel Tor Instructions From C00110011 Existing Absence Events Personalize Find [C2] Find [C2] Find for 1 (*) Last Absence Rame Degin Date Calculate Duration Secret Rame Degin Date Calculate Duration Secret Rame Degin Date Calculate Duration Calculate Duration Secret Rame Degin Date Calculate Duration Calculate Duration Science Rame Degin Date To the based of my knowledge and belief the information submitted is accurate and in fall compliance with legal and CSU policy programments Science Rame Submitt
9	Review the information carefully and click on the " Submit " button to submit an absence for approval	Report and View Absences Thelonious Monk 1111112 0 Administrator M 2000 Cflo Discurme CPRICE 60000 Cick for instructions From 0001017 Through 0051017 Existing Absence Events Reserve Rame Begin Date Enter New Absence Events Assence Rame Tend Date Database Unit Type Enter New Absence Events Assence Rame Tend Date Database Unit Type Sec - Family Case Database Viscur Set Absence Events Hours Sec - Family Case VIDUX0017 VIDUX0017 Database Sec - Family Case VIDUX0017 VIDUX0017 Distage Sec - Family Case VIDUX0017 VIDUX0017 10565 VIDUX0017 10565





STEP	ACTION	SCREENSHOT
10	Click " OK " on the confirmation page	Submit Confirmation The Absence(s) were submitted successfully.
11	The submissions show as an existing absence event with an absence status of "Submitted".	Report and View Absences Thelonious Monk 1111112 Administrator IV 3300 CITO EXECUTIVE CIFICE 60000 Citik for instructors From 02201/2017 IF Through 0301/2017 IF Existing Absence Events Resonaite Find CP IF Absence Events Resonaite Find CP IF Submitted The Induced Ray Submitted The Induced Ray Submitted The Induced Ray Submitted The Induced Ray Calculate Duration Induce Find (SP) (SB) (SD) (SD) (SD) Calculate Duration Submitted The Information Submitted The Information Submitted The Information Submit Submit





4. DELETING REPORTED ABSENCES

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on " Report and View Absences "	Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules
2	Enter the " From " and " Through " dates Tabbing out of the date field will cause the page to refresh	Report and View Absences Thelonious Monk 111111121 0 Administrator IV 3300 CITO EXECUTIVE OFFICE 60000 Click for Instructions From 02/01/2017 Through 03/01/2017 Existing Absence Events Personalize Find 🖉 📰 First 🍨 1-2 of 2 🏵 Last Absence Name Begin Date End Date Duration Unit Type Absence Last Updated By Sick - Family Care 02/01/2017 2/03/2017 8.00 Hours Sick - Family Care 02/01/2017 02/03/2017 4.00 Hours Sick - Family Care 02/01/2017 02/03/2017 4.00 Hours Sick - Family Care 02/01/2017 03/01/2017 10 Hours Submitted Thelonious Monk Image: Calculate Duration Unit Type Add Comments Image: Calculate Duration No Leave Taken 02/01/2017 Image: Optimized is accurate and in full compliance with legal and CSU policy requirements. Submitted is accurate and in full compliance with legal and CSU policy requirements. Submitted
3	Absences that have not been reviewed, approved or finalized can be deleted by clicking on the "Trashcan" icon	Report and View Absences Thelonious Monk 1111112 Administrator IV 3000 CIEX for Instructions CIEX for Instructions From (2020/12/2017 (B) Prescricular First [20] [10] Absence Events Absence Instruction (Init Type Absence Least Updated By Seck: Family Carle 02/01/2017 (2017/2017 (2017/2017) Submitted No Leave Taken No Leave Taken No Leave Taken To the bash of my knowledge and base (the information submitted is accurate and in this compliance with legal and CSU policy requirements. To the bash of my knowledge and base (the information submitted is accurate and in this compliance with legal and CSU policy requirements. Submitted is accurate and in this compliance with legal and CSU policy requirements.





STEP	ACTION	SCREENSHOT
4	Click " Yes " to confirm deletion or " No " to cancel deletion.	Confirm Delete Click Yes to Delete this Absence Event Absence: Sick - Family Care Begins: 2/3/2017 Ends: 2/3/2017 Yes No
5	If you do not see the "Trashcan" icon next to the entry you would like to delete, contact your timekeeper or manager for further instruction.	Report and View Absences Thelonious Monk 111111121 0 Administration VI 3000 OTO EXECUTIVE OFFICE 60000 Citk for Instructors From @2012017 Through @2012017 Existing Absence Events Personalice Find @1 @1 First @ 1 of 1 @ Last. Absence Name Begin Uate End Uate Finiter New Absence Events Personalice Find @1 @1 End Upsted By Finiter New Absence Events Absence Ital Uate No Leave Taken "Begin Date Information No Leave Taken "Begin Date Information Moleceve Taken "Begin Date Information Ocaluate Duration Inter Type Add Comments Image Information Calculate Duration Inter Calculate Duration Submit Submit





5. VIEW LEAVE BALANCES

STEP	ACTION	SCREENSHOT
1	From the MyCSUDH portal: Click on " Employee Balance Inquiry "	Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules
2	 There are three tabs of information on the "Employee Balance Inquiry" page: Absence Balances Compensatory Time State Service for Absence 	Employee Balance Inquiry Thelonious Monk 111111121 Last Finalized Personalize Find View All 2 B First ④ 1 of 1 Balances
		Absence Balances Compensatory Time State Service for Absence
		Name Payroll EmplID Rcd Department Nor Code Period as of Date Balances Sick Vacation Holiday Details Available Available
		1 Monk, Thelonious Active 11111121 0 60000 M80 CONVERSION 02/02/2017 1560.000 424.000 1 Graduated Vacation Chart 1
3	To view additional details on your balances, click the " Details " Icon.	Employee Balance Inquiry Thelonious Monk 111111121
		Last Finalized Personalize Find View All 🖉 🧱 First 🚯 1 of 1 Balances
		Absence Balances Compensatory Time State Service for Absence Image: Service for Absence Image: Service for Absence Image: Service for Absence Personal Holiday Details Available Name Page: State Service for Absence Nor Union Nor Last Service Service Service Sick Service Service Service Service Personal Holiday Details Available Nor Nor Nor Nor Code Period Period Service Servic
		1 Monk,Thelonious Active 111111121 0 60000 M80 CONVERSION 02/02/2017 1560.000 424.000 1
		Graduated Vacation Chart





STEP	ACTION	SCREENSHOT										
4	Select a tab to view details relating to each balance type.	Absence EmplID: Department:	Balance [1111111121 60000	Details Theloniou CITO EXI	us Monk ECUTIVE OFFIC	CE	Empl Union	Rcd#: 0 Code: N	0 VI80	Last Period Fina Payroll Status:	alized: CONVERSIO Active	N
	To return to the previous page click the "Peture" button	Vali Absence Balances Personalize View Ali 1/2 1/2 First ③ 1.2 of 2 ④ Last Sick Vacation Personal Holiday CTO Holiday Credit Holiday CTO Excess ADO Non Exp ADO State Service Hours D Desired ID Previous Previous Excess ADO Non Exp ADO State Service Hours D										
	Return Batton.	1		CURRENT - N	lot Finalized	Sic	k Balance 1560.000	0.000	0.000	0.00	O Sick Donated	1560.000
		2 CONVER	ISION	CONVERSION	N (02/02/2017)		0.000	0.000	0.000	1560.00	0 0.000	1560.000
		Return										
5	To view information on leave accrual rates, click the "Graduated Vacation Chart" link.	Employee Balance Inquiry Thelonious Monk 111111121 Last Finalized Resonaice Find View Al										
6 The "Graduated Vacation Chart" shows how much leave you accrue each month based on your years of service				VACATION ACCRUAL RATES SUMMARY OF MAXIMUM VACATION								
		SERV	ICE REQUIREME	ENT S*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR	BARGAINI OF CLASSIFI	NG UNIT	AN ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
	Press the Esc key on the keyboard to go	0-3 YE	ARS: 1 TO 36 M	ONTHS	6 2/3 HOURS	10	M9	3	N/A	N/A	480 HOURS	480 HOURS
	back.	6-10 YE	ARS: 37 TO 72 #	MONTHS	11 1/3 HOURS	15	UNIT	1	N/A N/A	N/A N/A	272 HOURS	384 HOURS
		10-15 YE	ARS: 121 TO 180 ARS: 181 TO 240	D MONTHS D MONTHS	12 2/3 HOURS 14 HOURS	19 21	UNIT	2 3	120 HOURS N/A	240 HOURS N/A	272 HOURS 320 HOURS	384 HOURS 440 HOURS
		20-25 YE	ARS: 241 TO 300	MONTHS	15 1/3 HOURS	23	UNIT	4 5	120 HOURS 120 HOURS	240 HOURS 240 HOURS	320 HOURS 272 HOURS	440 HOURS 384 HOURS
		VACATION	ACCBUAL BATE	ES FOR ELIGIE	16 HOURS	24 ATIONS IN	UNIT	6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
		EXECUTIVE	(M98), MANAGE	MENT (M80),			UNIT	8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
		CONFIDENT AND ACA	'IAL (C99), FACU DEMIC STUDENT	ILTY (Unit 3) (UNIT 11)	16	24	UNIT	9	120 HOURS 240 HOURS	240 HOURS 240 HOURS	272 HOURS 272 HOURS	384 HOURS 384 HOURS
							UNIT	11	N/A	N/A	80 HOURS	80 HOURS
							E9)	120 HOURS	240 HOURS	272 HOURS	384 HOURS
		*in terms of fu	Il-time service				*PER MOU	Policy	120 HOURS	240 HOURS	384 HOURS	384 HOURS
		01/28/2011 Up	odated/HRM				**PURSUAI	NT TO FAIR	R LABOR STAI PRIATE MOU	NDARDS ACT		





6. VIEW MONTHLY SCHEDULE

STEP	ACTION	SCREENSHOT		
1	From the MyCSUDH portal: Click on " Monthly Schedules "	Report My Time Report and View Absences Employee Balance Inquiry Monthly Schedules		
2	Use the blue hyperlinks to navigate the months.	Monthly Schedule Theorisus Month Employee ID: 11111121 Sunday Next Month Sunday Next Month Friday Saturday Thereday Thereday Thereday Saturday OFF 9 Blours 3 OFF 4 OFF 9 Blours 3 OFF 10 OFF 12 Blours 21 OFF 25 Blours 22 Blours 22 OFF 25 OFF 26 Struture OFF 25 OFF 26 Struture OFF 26 Struture Struture OFF 26 Struture OFF 26 Struture <th colspa="</td"><td></td></th>	<td></td>	





7. APPENDIX A

Below are Absence Take types that are available. Eligibility is based on an employee's collective bargaining unit.

Please Note: Not all takes in the list below will appear for every employee. They depend upon CBID, etc.

ABSENCE TAKE	DESCRIPTION	USE PARTIAL HOURS OR SCHEDULED HOURS	CONSIDERATIONS			
CTO AT EARN	CTO Premium Earn	Partial Hours Only	Compensatory time banked at a premium. Since this is time banked at a premium the employee must have worked over 40 hours in the workweek to enter time for this.			
CTO AT TAKE	CTO Take	Partial Hours or Scheduled Hours	Usage of banked compensatory time.			
DCK AT DOCK	Dock	Partial Hours or Scheduled Hours	Leave that has been taken after all accruals have been exhausted. Report this as appropriate as a take but note that a departmental dock form signed by the supervisor still must be turned in to Payroll.			
FL ATFUNERAL	Bereavement/Funeral	Partial Hours or Scheduled Hours	Includes eligible immediate family members. Specify the family members in the Comments.			
HCR AT EARN	Holiday Credit Earn	Partial Hours Only	Used when an employee works on a holiday and is due additional time off.			
HCR AT USAGE	Holiday Credit Take	Partial Hours or Scheduled Hours	When using holiday credit that is on the system.			
HCT AT EARN	Holiday CTO Earn	Partial Hours Only	Used when an employee works on a holiday and is due additional time off.			
JD AT JURY	Jury Duty	Partial Hours or Scheduled Hours	Jury Duty when called to serve at a Superior, Municipal or District Court. Must turn into Payroll the official Jury Duty proof of service			
MPA AT MAT	Maternity/Paternity	Partial Hours or Scheduled Hours	30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.			
NO LEAVE TAKEN	No Leave Taken	Scheduled Hours	No leave taken for the pay period. If no other absence events have been reported for the month, this event MUST be submitted to indicate full time attendance.			
PH AT PER HOL	Personal Holiday	Partial Hours or Scheduled Hours	One day off that is granted as of January 1 st each calendar year. Usage is at the employee discretion with supervisor approval.			
PL AT PARENT	Parental Leave	Partial Hours or Scheduled Hours	30 day paid leave for the birth of the employee's child or the placement of a child with the employee through adoption or foster care.			
SCK AT DEATH	Sick - Bereavement	Partial Hours or Scheduled Hours	Upon request, bereavement/funeral leave may be supplemented with an employee's own sick leave credits. Specify the family member in the Comments.			





ABSENCE TAKE	DESCRIPTION	USE PARTIAL HOURS OR SCHEDULED HOURS	CONSIDERATIONS
SCK AT FAMILY	Sick - Family Care	Partial Hours or Scheduled Hours	Family care, meaning illness or injury in the immediate family up to 10 days of accrued sick leave may be used in one calendar year. Specify the family member in the Comments.
SCK AT SELF	Sick - Self	Partial Hours or Scheduled Hours	Sick leave chargeable to employee sick leave balance. Physician statement required when absent 5 or more consecutive days.
VAC AT VAC	Vacation	Partial Hours or Scheduled Hours	Vacation time chargeable to vacation balance when approved by the appropriate administrator.

