SWEDISH MEDICAL CENTER

Payroll Reporting for Research Staff (Non-Exempt)

Policy and Procedure	
Campus: All	**Approved:** July 2005
Department: Swedish Research Center	**Next Review:** June 2007

Purpose

To outline appropriate procedures for recording non-exempt staff time in the Time & Effort (T&E) application in various leave of absence situations such as unpaid personal leave, unpaid vacation, employee medical FMLA, employee non-medical FMLA, family FMLA, military leave, personal holidays, etc.

Population Covered

All non-exempt Research Center staff and their managers

Responsible Persons

All Research Center managers

Definitions

Brost Report – The report submitted to the Payroll Department for each employee, which documents the time for which they must be paid, along with the type of hours, the project and/or department number to which the hours should be charged, and the shift in which the hours occurred. The employee is paid based on the information itemized on this report.

Non-Exempt Staff – Staff who are paid in hourly wage increments.

Time & Effort (T&E) Administrator – The Data Analyst in the Research Administration Department.

Time & Effort (T&E) System – The application used by the Research Center to track time and effort worked by all staff. The data in this system is used to produce the Brost Reports.

Forms

- Employee Status List Report
- Employee Action Form (EAF)
- Employee Form Packet (FMLA)

Guidelines (by Type of Leave)

Personal Holidays

1. Full-time, benefits-eligible non-exempt (hourly) employees receive one personal/float holiday per year.
2. In the T&E application this personal holiday should be recorded in the "Other Hours" section of the report as "Vacation/Annual Leave."
3. In the "Comments" section the employee should indicate "Personal Holiday" and the date.
4. The personal/float holiday for benefits-eligible *part-time* employees should be pro-rated appropriately.
   - → **For example, if an hourly employee works 80% FTE, then their holiday time should be marked as 6.4 hours, rather than the 8 hours that a full-time employee would receive.**

Unpaid Vacation

1. Unpaid vacation may be granted at the manager's discretion for an employee's vacation after an employee uses up all of their accrued annual leave.
   - → **This situation is distinct from a formal Personal Leave, which is designed for long-term unpaid absence, and should only be used in short-term vacation situations where benefits are intended to remain continuous and the employee's absence does not create an unreasonable impact upon his or her department.**
2. In no case should unpaid vacation last longer than two months (beyond which point the employee must take Personal Leave).
3. Any employees who need to take one or more days off for a vacation, but who have used up all their vacation time, should still mark their time in the T&E application as "Vacation/Annual Leave" time in the "Nonproductive Hours" section of the report.
   - → **The PeopleSoft system will automatically recognize that the employee has run out of annual leave and should not pay out for annual leave unless it is actually available.**
4. If the unpaid time off is anticipated to last for an entire pay period or longer, ensure that an EAF has been submitted to HR to document the unpaid leave.
5. Contact the T&E administrator to apprise her of the situation so that the employee's Brost report can be turned off for the remaining duration of the leave.
6. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
7. Inform the T&E administrator of the date of the employee's return.
8. If an employee's entire pay period consists of unpaid time off, the employee should NOT signify it by creating blank lines in the "Project Hours" section.
   - → **The T&E system does not save blank records.**

Employee Medical FMLA Leave

1. Eligible employees with a serious health condition may, with proper notification and documentation, take up to 12 weeks of Medical FMLA Leave within a 12-month period.
2. Per Swedish policy, they must first use up all accrued sick leave and then all accrued annual leave.
3. The remainder of their leave shall be unpaid.
4. Ensure that an EAF has been submitted to HR.

5. Inform the T&E administrator of the situation.
   → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct "bucket."**
6. Refer to the Employee Status List Report to determine how much sick leave and annual leave he or she has accrued.
7. For T&E reporting purposes, sick time should be reported on the employee's T&E report until it is no longer available.
8. After that, the leave should be reported as annual leave until it is no longer available.
9. If the employee is still on FMLA status but has no further accrued time, all additional leave should be marked on the T&E report as sick time.
10. Inform the T&E administrator of the situation immediately so that when the employee's accrued time off has run out, their Brost report can be turned off for the remaining duration of the leave.
11. Use the "Enter Leave Hours" tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the "Manager Reports" tab, entitled "Annualized Employee Leave by Category," which summarizes all leave taken by an employee during the previous 12-month period.)**
    → **It is the manager's responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**
12. All final determinations in classifying a leave as FMLA must be determined by Human Resources.
    → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources' determination of the type of leave.**
    → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    → **Please refer to the "Response to Employee Request for a Leave of Absence" form (a blue form from Human Resources) for further guidance.**
13. Submit an EAF to HR documenting the return date of the employee.
14. Inform the T&E administrator of the date of the employee's return.

Maternity Leave

1. Pregnant employees may, with proper notification and documentation, take Maternity Leave during the time that they are pregnant.
2. Per Swedish policy, they must first use up all accrued sick leave and then all accrued annual leave.
3. The remainder of their leave shall be unpaid.
4. Ensure that an EAF has been submitted to HR.
5. Inform the T&E administrator of the situation.
   → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct "bucket."**
6. Refer to the Employee Status List Report to determine how much sick leave and annual leave she has accrued.

7. For T&E reporting purposes, sick time should be reported on the employee's T&E report until it is no longer available.
8. After that, the leave should be reported as annual leave until it is no longer available.
9. If the employee is still on Maternity Leave status but has no further accrued time, all additional leave should be marked on the T&E report as sick time.
10. Inform the T&E Administrator of the situation immediately so that, when the employee's accrued time off has run out their Brost report can be turned off for the remaining duration of the leave.
11. Use the "Enter Leave Hours" tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    - → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the "Manager Reports" tab, entitled "Annualized Employee Leave by Category," which summarizes all leave taken by an employee during the previous 12-month period.)**
    - → **It is the manager's responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**
12. All final determinations in classifying a leave as FMLA must be determined by Human Resources.
    - → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources' determination of the type of leave.**
    - → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    - → **Please refer to the "Response to Employee Request for a Leave of Absence" form (a blue form from Human Resources) for further guidance.**
13. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
14. Inform the T&E administrator of the date of the employee's return.

Parental Leave

1. Eligible employees who have a new birth in their household, or who have adopted a child or received a foster care placement, may, with proper notification and documentation, take up to 12 weeks of Parental Leave within a 12-month period.
2. Per Swedish policy, they cannot use sick leave.
3. They must first use up all accrued annual leave, and then any subsequent leave shall be unpaid.
4. Ensure that an EAF has been submitted to HR.
5. Inform the T&E administrator of the situation.
    - → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct "bucket."**
6. Refer to the Employee Status List Report to determine how much sick leave he or she has accrued.
7. For T&E reporting purposes, vacation time should be reported on the employee's T&E report for the entire duration of the Parental Leave.
8. Immediately inform the T&E administrator of the situation so that when the employee's accrued time off has run out, the employee's Brost report can be turned off for the remaining duration of the leave.

9. Use the “Enter Leave Hours” tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the “Manager Reports” tab, entitled “Annualized Employee Leave by Category,” which summarizes all leave taken by an employee during the previous 12-month period.)**
    → **It is the manager’s responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**
10. All final determinations in classifying a leave as FMLA must be determined by Human Resources.
    → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources’ determination of the type of leave.**
    → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    → **Please refer to the “Response to Employee Request for a Leave of Absence” form (a blue form from Human Resources) for further guidance.**
11. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
12. Inform the T&E administrator of the date of the employee’s return.

Family FMLA Leave

1. Eligible employees who have an immediate family member (i.e., a dependent child, spouse, parent, domestic partner, grandparent, or in-law) with a serious health condition may, with proper notification and documentation, take up to 12 weeks of Family FMLA Leave within a 12-month period.
2. Per Swedish policy, employees taking this type of leave may choose the order in which the type of accrued time off is used (i.e., sick time versus annual leave).
3. All paid time off must be used before going unpaid.
4. If the employee does not specify the order in which to use his or her accrued time, then they will first use up all accrued sick time and then all accrued annual leave.
5. The remainder of their leave shall be unpaid.
6. Ensure that an EAF has been submitted to HR.
7. Inform the T&E administrator of the situation.
    → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct “bucket.”**
8. Refer to the Employee Status List Report to determine how much sick leave and annual leave he or she has accrued.
9. For T&E reporting purposes, sick time should be reported on the employee’s T&E report until it is no longer available.
10. After that, the leave should be reported as annual leave until it is no longer available.
    → **If the employee has chosen to use accrued time in the reverse order, then record the employee’s selections appropriately.**
11. If the employee is still on Family FMLA Leave status but has no further accrued time, all additional leave should be marked on the T&E report as sick time for the remainder of the leave.

12. Use the “Enter Leave Hours” tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    - → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the “Manager Reports” tab, entitled “Annualized Employee Leave by Category,” which summarizes all leave taken by an employee during the previous 12-month period.)**
    - → **It is the manager’s responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**
13. All final determinations in classifying a leave as FMLA must be determined by Human Resources.
    - → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources’ determination of the type of leave.**
    - → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    - → **Please refer to the “Response to Employee Request for a Leave of Absence” form (a blue form from Human Resources) for further guidance.**
14. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
15. Inform the T&E administrator of the date of the employee’s return.

Employee Medical Non-FMLA Leave

1. Eligible employees with a serious health condition which continues beyond the 12 weeks of FMLA Leave, or which is not eligible for FMLA Leave, may, with proper notification and documentation, take up to 6 months of Medical Non-FMLA Leave.
2. Per Swedish policy, they must first use up all accrued sick leave and then all accrued annual leave.
3. The remainder of their leave shall be unpaid.
    - → **Benefits will only be provided through the last day of the month in which the employee has paid time accrued.**
4. Ensure that a PAF has been submitted, and also inform the T&E administrator of the situation.
    - → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct “bucket.”**
5. Refer to the Employee Status List Report to determine how much sick leave and annual leave he or she has accrued.
6. For T&E reporting purposes, sick time should be reported on the employee’s T&E report until it is no longer available.
7. After that, the leave should be reported as annual leave until it is no longer available.
8. If the employee is still on Medical Non-FMLA status but has no further accrued time, all additional leave should be left blank for the remainder of the employee’s last T&E report.
9. Immediately inform the T&E administrator that the employee’s accrued time off has run out so that the employee’s Brost reports can be turned off after the final report showing paid time is printed.
10. Use the “Enter Leave Hours” tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.

- → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the "Manager Reports" tab, entitled "Annualized Employee Leave by Category," which summarizes all leave taken by an employee during the previous 12-month period.)**
- → **It is the manager's responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**

11. All final determinations in classifying a leave as FMLA must be determined by Human Resources.
    - → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources' determination of the type of leave.**
    - → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    - → **Please refer to the "Response to Employee Request for a Leave of Absence" form (a blue form from Human Resources) for further guidance.**
12. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
13. Inform the T&E administrator of the date of the employee's return.

Intermittent Leave

1. With proper documentation, Intermittent Leave may be permitted in conjunction with Employee Medical FMLA Leave, Maternity Leave, Parental Leave, Family FMLA Leave, or Employee Medical Non-FMLA Leave.
2. Even in the case of Employee Medical Non-FMLA Leave (which would normally involve a cutoff of benefits after the last day of the month in which the employee has paid time accrued) an employee on Intermittent Leave who works at least a partial day each week will be able to sustain their benefits.
3. Employees should be paid for actual time worked, which should be recorded in the T&E system to the nearest quarter hour.
4. If they have qualified accrued leave, then they may use it for the remainder of a given week.
5. After their accrued paid leave is used up, any additional leave will be unpaid.
6. Use the "Enter Leave Hours" tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    - → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the "Manager Reports" tab, entitled "Annualized Employee Leave by Category," which summarizes all leave taken by an employee during the previous 12-month period.)**
    - → **It is the manager's responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**
7. All final determinations in classifying a leave as FMLA must be determined by Human Resources.
    - → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources' determination of the type of leave.**
    - → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to**

categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.

→ **Please refer to the "Response to Employee Request for a Leave of Absence" form (a blue form from Human Resources) for further guidance.**

Military Leave of Absence

1. Employees in the military may, with proper notification and documentation, go onto Military Leave of Absence (LOA) according to the following guidelines.
2. Employees in the Military Reserve Unit or National Guard are entitled to take up to ten (10) days of Military LOA per year. Employees who are called up for active duty will receive additional leave in accordance with relevant federal statutes.
3. Employees on Military LOA for reserve duty have the option of using their accrued annual leave while they are on leave, or they can instead choose to take unpaid leave for the entirety of their absence.
   → **If the Military LOA is for active duty, benefits will only be provided through the last day of the month in which the employee has paid time accrued.**
4. If the Military LOA is for active duty, the manager should ensure that a PAF has been submitted, and also inform the T&E administrator of the situation.
   → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct "bucket."**
5. If the employee wishes to use annual leave for part of his or her Military LOA for reserve duty, the employee's manager should refer to the Employee Status List Report to determine how much annual leave he or she has accrued.
6. For T&E reporting purposes, if an employee on reserve duty wishes to use annual leave, it should be recorded as annual leave for the duration of the reserve duty.
   → **If the employee runs out of annual leave before the reserve duty is over, the PeopleSoft system will recognize that situation and will only pay the employee for annual leave that has been accrued.**
7. If the employee on reserve duty chooses to take unpaid leave, then that time needs to be coded in the Peoplesoft system as "MLA" so that sick leave, annual leave, and pension benefits still accrue.
   → **In the existing T&E database there is not an option for Military Leave, so leave the absent days blank on the T&E report and inform the T&E administrator. She will ensure that the employee is credited properly. (The next release of T&E will include an option for Military Leave which will accommodate this situation.)**
8. If the employee is on reserve duty for the entire duration of the pay period, then create a T&E report but leave the hours blank, and notify the T&E administrator so that she can ensure that the employee is credited properly.
9. If the employee is called up for active military duty, the employee will also need to be credited with "MLA" time.
   → **A Brost report will need to be created for each pay period that the employee is on active duty.**
   → **As above, the manager should leave the hours blank (until the next release of T&E, at which point all absent hours should be coded "Military Leave").**
10. Inform the T&E administrator so she can ensure that the employee is credited properly.
11. Use the "Enter Leave Hours" tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a**

report available on the “Manager Reports” tab, entitled “Annualized Employee Leave by Category,” which summarizes all leave taken by an employee during the previous 12-month period.)
- → **It is the manager’s responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**

12. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
13. Inform the T&E administrator of the date of the employee’s return.

Workers’ Compensation Disability Leave

1. An employee who is injured on the job and requires a leave of absence may, with proper documentation and approval, take a medical leave of absence.
2. If they qualify, then they may go on Employee Medical FMLA Leave; otherwise, they may go on Employee Medical Non-FMLA Leave.
3. In no case, per Swedish policy, may they extend their on-the-job injury leave to Personal Leave.
4. Intermittent Leave is also a possibility, although in this case the Workers’ Compensation program would pay the employee for the time that they did not work.
5. For T&E purposes, the hourly employee should simply record all hours that they’ve worked, to the nearest 15-minute interval.
6. The remaining unworked hours of the employee’s shift should be left blank.
7. After an injury is reported, there is a three calendar day wait period before Workers’ Compensation Leave officially begins.
   - → **If any of those three calendar days falls on a work day, those days should be coded as sick time if the employee has any sick leave available.**
   - → **The manager should refer to the Employee Status List Report.**
     - ♦ **If no sick leave is available, then code it to annual leave if that is available.**
     - ♦ **If the employee has no leave accrued at all, then code it to sick time and the system will know not to pay it out.**
8. After that, the Workers’ Compensation Leave begins.
   - → **From that point forward, if the employee works any time at all, then that should be recorded in the T&E system to the nearest 15-minute increment.**
   - → **Any unworked portion of the employee’s shift should be left blank, per normal Intermittent Leave policy.**
   - → **After the Brost report is turned in at the end of the pay period, Payroll will inform the Risk Management Department how many hours during the pay period were not worked due to the injury, and the employee will be duly compensated according to the established Workers’ Compensation formulas.**
9. A potential complication is, if the employee is still totally disabled after the 14th day from his or her injury, then the beginning of the Workers’ Compensation Leave is re-adjusted to begin on the first day of the injury and the three-day wait period is waived.
   - → **This means that any sick time that was credited to the employee’s home cost center during that wait period should be re-classed to come out of the Workers’ Compensation budget.**
10. Another potential complication regards the difference between the Workers’ Compensation reimbursement and the employee’s regular rate of pay.
    - → **Although the Workers’ Compensation formula varies somewhat from one employee to another depending upon certain circumstances, the standard Workers’ Compensation reimbursement usually comprises approximately 60% of an employee’s regular salary; and, although it is not taxed, it still**

usually doesn't quite match the full amount of an employee's net take-home pay.

→ **As such, the employee has the option of requesting that the difference be made up each pay period via a dispersal from his or her sick leave (or annual leave, if the sick leave has been completely expended).**

→ **The calculation for that dispersal, however, is not done until after the employee's Brost report has been submitted to Payroll.**

→ **After Payroll sends the Risk Management Department a copy of the employee's payroll report, Risk Management determines how much the employee will receive from the Workers' Compensation fund, and then they work with Payroll to ensure that the employee receives the correct amount of supplemental pay from the employee's sick or annual leave to equal a "regular" paycheck.**

→ **All of this occurs after the Research Center sends over the Brost report, and there is no way to determine ahead of time what that supplemental amount will be.**

→ **But since that supplemental pay will obviously be coming out of the employee's home cost center, it is important that the time be documented in the T&E system.**

→ **As such, the Grants & Contracts Specialist will be responsible for checking the reports after the end of the pay cycle to identify how many supplemental hours were credited to the employee, and he or she will inform the T&E administrator.**

→ **The T&E administrator will ensure that the supplemental hours are added to the employee's T&E records with appropriate comments to explain why those hours have been retroactively recorded.**

11. Use the "Enter Leave Hours" tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.

→ **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the "Manager Reports" tab, entitled "Annualized Employee Leave by Category," which summarizes all leave taken by an employee during the previous 12-month period.)**

→ **It is the manager's responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**

12. All final determinations in classifying a leave as FMLA must be determined by Human Resources.

→ **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources' determination of the type of leave.**

→ **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**

→ **Please refer to the "Response to Employee Request for a Leave of Absence" form (a blue form from Human Resources) for further guidance.**

Personal Leave

1. Eligible employees may, with proper notification and approval, take up to 12 months Personal Leave.
2. Per Swedish policy, they must first use up all accrued annual leave.

3. Sick time may not be used.
4. The remainder of their leave shall be unpaid.
   → **Benefits will only be provided through the last day of the month in which the employee has paid time accrued.**
5. If an employee opts to take an unpaid leave of greater than two months in duration, Swedish policy indicates that the leave must be classed as a Personal Leave, rather than unpaid vacation, and the employee's position should be posted.
6. Ensure that an EAF has been submitted to HR documenting the dates of the Personal Leave.
7. Immediately inform the T&E administrator of the situation.
   → **It is very important for the manager to give the T&E administrator a list each pay period of all employees on leave so that she can work with Payroll to ensure that the employee is paid properly and out of the correct "bucket."**
8. Refer to the Employee Status List Report to determine how much annual leave the employee has accrued.
9. For T&E purposes the manager should ensure that the employee's T&E report reflects annual leave for as long as the employee has time available.
10. When all accrued vacation time runs out, the remainder of the employee's last T&E report showing activity should be left blank.
    → **Then the T&E administrator will turn the employee's Brost report off so that no further reports are printed for that employee until he or she returns to work**.
11. Use the "Enter Leave Hours" tab in the T&E for Managers application to record the number of hours each day that the employee is on leave.
    → **This will enable the manager to track how close the employee is to reaching the maximum number of allowable hours for that leave. (There is also a report available on the "Manager Reports" tab, entitled "Annualized Employee Leave by Category," which summarizes all leave taken by an employee during the previous 12-month period.)**
    → **It is the manager's responsibility to track these hours each pay period and to take appropriate action when the maximum is approached.**
12. All final determinations in classifying a leave of absence must be determined by Human Resources.
    → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources' determination of the type of leave.**
    → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    → **Please refer to the "Response to Employee Request for a Leave of Absence" form (a blue form from Human Resources) for further guidance.**
13. Ensure that an EAF has been submitted to HR documenting the return date of the employee.
14. Inform the T&E administrator of the date of the employee's return.

Bereavement Leave

1. All Swedish employees are entitled to paid Bereavement Leave of up to 3 days upon the death of an immediate family member.

- → **Immediate family members are limited to: parents, grandparents, spouse, domestic partner, children, brothers, sisters, or the spouse's or domestic partner's parents, grandparents, children, brothers or sisters.**
- → **Domestic partners are defined as two adults living together in a committed relationship who share the same residence, are jointly responsible for their basic living expenses, and are not married to any other person.**
- → **Domestic partners cannot be related to each other in a way that would legally prevent them from being married to each other.**

2. If the employee is part-time, they will be compensated for the hours that they would normally work.
3. Bereavement Leave is referred to in the T&E application as “Funeral” time, and is tracked in the Other Hours section.
    - → **It is classified as productive time and is paid out of the employee’s home cost center.**
4. The employee may also receive up to two additional days of leave if round-trip travel of more than 500 miles is required.
5. This additional leave may only be drawn from annual leave, or the employee may also choose not to receive any pay for the additional days.
    - → **If the employee requires two additional days of annual leave, then it should be marked in the T&E application as “Annual Leave.”**
    - → **If the employee chooses not to receive pay for those days, then those days should remain blank on the T&E report, and an explanation should be recorded in the Comments field.**
6. An employee may take up to 3 days of leave upon the death of someone who “had a close and significant role in the employee's life,” even if the person was not an immediate relative.
    - → **The employee may not, however, use Bereavement Leave for this purpose, but must instead use either annual leave or unpaid time.**
    - → **The employee must obtain approval in advance from his or her manager for this type of leave.**
    - → **As with regular Bereavement Leave, if round-trip travel of more than 500 miles is required, the employee may choose to use an additional 2 days of either annual leave or unpaid time for travel days.**
7. All final determinations in classifying a leave of absence must be determined by Human Resources.
    - → **Hours in the Leave Tracking system and the T&E system, as well as associated use of sick and/or other paid time, must match Human Resources’ determination of the type of leave.**
    - → **As there is sometimes a delay in obtaining a final determination of how a leave shall be classified, the manager should make his or her best attempt to categorize employee time according to the best information available at the time, with the understanding that the time may be re-classed at a later date if necessary.**
    - → **Please refer to the “Response to Employee Request for a Leave of Absence” form (a blue form from Human Resources) for further guidance.**

Jury Duty Leave

1. Employees will be fully compensated for the entirety of their Jury Duty Leave.
2. There will be no loss of status, seniority, benefits, or position while an employee is on jury duty.
3. Jury Duty Leave is referred to in the T&E application as “Jury” time, and is tracked in the Other Hours section.

→ **It is classified as productive time and is paid out of the employee's home cost center.**

4. Following jury duty the employee should be instructed to sign over his or her jury duty paycheck, excluding expenses, to Swedish and present it to the Cashier in the Accounting Department.

   → **This ensures that the employee will not be double-paid.**

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Regulatory Requirement

Family Medical Leave Act (FMLA)

References

Human Resources Standards

Manual

SRC Department Manual

Additional Computer Search Words/Terms

Time & Effort, Time & Effort for Managers, FMLA, Leave

Addendum (Addenda, if plural)

None