



## Vacation & Sick Leave Administration

<b>Domain/Division:</b>	<b>Administrative / Personnel Procedures</b>	<b>Index</b>	<b>10-09.05</b>
<b>Responsible Unit(s)<sup>1</sup>:</b>	<b>Office of Administration</b>	<b>Page:</b>	1 of 2
		<b>Attachments:</b>	0

**Authorization Date: August 19, 1985**

**If checked, policy requires Faculty Assembly Approval. Most recent approval date:** \_\_\_\_\_

**Review History: Includes Effective Date, Review and Revision History:**

Posted for Faculty and Staff comments regarding retirement Feb 15, 2007  
 Policy retired Mar 7, 2007

**POLICY STATEMENT:**

Associate Deans are responsible for implementing the Administrative Rules regarding vacation and sick leave for academic (unclassified) staff. Record keeping will be done by campus and summaries forwarded to School of Nursing Administration

**RATIONALE (Only required if intent of policy is unclear):**

Responsibility is delegated to Associate Deans to assure appropriate scheduling and use of vacation accruals, and record keeping of vacation and sick leave.

**DEFINITIONS:**

**IMPLEMENTING PROCEDURES:**

**Responsible Party:**

Campus designee

Academic Staff

Campus Designee

**Action:**

Distributes to campus academic staff the Report of Vacation and Illness form (Exhibit A), which contains beginning balance of sick and vacation hours and vacation anniversary at the end of each month.

1. Completes form, sign, and returns to unit designee.
2. Submits any request for vacation carryover to Associate Dean (Director, Administrative Services on Portland Campus). Associate Deans and administrative staff submit requests to Director, Administrative Services.
1. Collates academic sick leave information, completes

<sup>1</sup> The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

Academic Sick Leave Report (Exhibit B), and submits to Office of Administrative Services each month.

2. Submits copy of May vacation and illness report to Office of Fiscal Affairs by May 15

Administrative Services

1. Distributes copies of Academic Sick Leave Report

a. Copy 1 – Payroll

b. Copy 2 – Office of Administrative Services

Fiscal Affairs

Submits report of accrued, unused vacation leave to Budget Office as requested

**RELATED REFERENCES (if applicable):**

OHSU 03-25.005 & OHSU 03-25-010

**NOTES (if applicable):**

Retirement notes: OHSU has centralized timekeeping and electronic reporting for sick and vacation leave. It was determined that this policy was duplicative to OHSU policy.

<b>Committee/Council Chair or Official Administrative Approval required for new policies</b> Original Signed Copies Stored in Office of Academic Affairs	
<b>Signature</b>	<b>Date</b>
<b>Printed Name</b> Claudia Burnett, Assistant Dean, MBA	
<b>DEANS APPROVAL (required for new policies).</b> Original Signed Copies Stored in Office of Academic Affairs	
<b>Signature</b>	<b>Date</b>
Saundra L. Theis, Interim Dean, PhD, RN	