## Absence Definitions Job Aid

Absence eligible employees must select an absence name and a reason when submitting an absence request in HRMS. This document defines available absence names and provides links to additional resources on eligibility, policies and reasons. Commonly used absences include vacation, sick, personal and compensation (comp) time. Use the primary reason highlighted in bold for each absence name unless the manager or unit absence administrator directs otherwise. Units may have procedures on entering alternate reason codes for their employees or may give direction to the employee themselves on entering different reason codes.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Definition</th>
<th>Reason</th>
<th>Absence Information on OHR website</th>
</tr>
</thead>
</table>
| Vacation       | Vacation leave is paid time off of work for personal activities. The amount of vacation time you earn can be affected by several factors such as: employee group, length of service at the university, and the number of hours you work a year. Refer to the governing contracts, rules and policies for specific information on employee groups. | • Other  
• FMLA  
• Military Leave  
• Workers Comp | Vacation  
www.umn.edu/ohr/benefits/leaves/sick  
FMLA  
www.umn.edu/ohr/benefits/leaves/fmla  
Medical Leave  
www.umn.edu/ohr/benefits/leaves/medical |
| Sick           | Policies, rules, and contract language governing sick leave vary by employee group. For more details about sick leave eligibility, accrual rates, and what happens when you change jobs, leave a job, or return to the University, read the rules for your employee group. | • Other  
• FMLA  
• Workers Comp | Military Leave  
www.umn.edu/ohr/benefits/leaves/military  
Bereavement Leave  
www.umn.edu/ohr/benefits/leaves/bereavement  
Parental Leave  
www.umn.edu/ohr/benefits/leaves/parental |
| Personal Holiday | A personal holiday is provided to specific employee groups in lieu of a scheduled "floating" holiday. As of July 2012, this holiday must be taken during the fiscal year between the dates of July 1 and June 30. It cannot be banked or utilized outside this period, or it is lost. Approval and tracking of this holiday in HRMS is the responsibility of the local unit. | • Personal Holiday  
• FMLA | |
| Comp Time      | Time off with pay for overtime worked, in lieu of overtime pay.            | • Comp Time  
• FMLA  
• Workers Comp | |

*Continued on Side B.*
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| Excused Paid     | Employees who qualify can request excused paid time off for allowable reasons. | • Other                      | Faculty Leaves including Sabbaticals  
policy.umn.edu/Policies/hr/Leaves/FACLEAVES.html                                               |
|                  |                                                                             | • Administrative              | P&A Leaves (Covers multiple reason types)  
policy.umn.edu/Policies/hr/Leaves/PROFTRANSLEAVE.html                                             |
|                  |                                                                             | • Entrepreneurial             | Personal  
www.umn.edu/ohr/benefits/leaves/loa                                                             |
|                  |                                                                             | • FMLA                       | Absence for Religious Holidays  
policy.umn.edu/Policies/hr/Leaves/RELIGIOUSHOLIDAYS.html                                           |
|                  |                                                                             | • Jury Duty/Court Appearance  | Voting & Election Judge Leave  
www.umn.edu/ohr/benefits/leaves/election                                                            |
|                  |                                                                             | • Medical                     |                                                                                                      |
|                  |                                                                             | • Military Leave              |                                                                                                      |
|                  |                                                                             | • Parental Leave              |                                                                                                      |
|                  |                                                                             | • Personal                    |                                                                                                      |
|                  |                                                                             | • Sabbatical                  |                                                                                                      |
|                  |                                                                             | • Single Semester             |                                                                                                      |
|                  |                                                                             | • Union/Labor                 |                                                                                                      |
|                  |                                                                             | • Voting/Election Judge       |                                                                                                      |
|                  |                                                                             | • Workers Comp                |                                                                                                      |
| Excused Unpaid   | Employees who qualify can request excused unpaid time off for allowable reasons. | • Other                      | Jury Duty & Court Appearance Leave  
www.umn.edu/ohr/benefits/leaves/court                                                              |
|                  |                                                                             | • Disability                  | School Conference & Activity Leave  
www.umn.edu/ohr/benefits/leaves/school                                                              |
|                  |                                                                             | • FMLA                       | Personal Holiday  
www.umn.edu/ohr/benefits/leaves/personalholiday                                                     |
|                  |                                                                             | • Military Leave              |                                                                                                      |
|                  |                                                                             | • Other                       |                                                                                                      |
|                  |                                                                             | • Parental Leave              |                                                                                                      |
|                  |                                                                             | • Personal                    |                                                                                                      |
|                  |                                                                             | • Sabbatical                  |                                                                                                      |
|                  |                                                                             | • Workers Comp                |                                                                                                      |
Schedules are identified and assigned in HRMS for employees with set schedules, e.g., Monday – Friday, 8 hours a day = 40 hours each week. Accuracy of the schedule is critical as it is used in multiple system calculations. Employees can view their monthly schedule within an absence request.

- Schedules are used in the calculation of absence requests as well as to calculate overtime and shift differential.
- If supervisors and employees agree to a schedule change, it must be captured in HRMS.
- If revised schedules are not captured in HRMS, inaccurate pay calculations and absence balances will result.
- The majority of part time employees will not have a work schedule assigned in HRMS. Their schedule will display as “0.00.”
- If your monthly schedule is not accurate, see your supervisor or unit time or absence administrator.
Submitting an Absence Request for Full Days Job Aid

Absence-eligible employees will use the Human Resource Management System (HRMS) to request vacation, sick, personal holiday or comp time. HRMS allows employees to enter absences in a full day, half day or quarter hour increments of time. Employees should be familiar with the expectations of their unit when initiating requests and should understand the governing contracts and rules pertaining to their employment classification.

2. In the Start Date field enter the start date of the absence.
3. Filter by Type field is not required.
4. From the Absence Name drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation”, “Sick Leave”, “Personal Holiday”, “Comp Time”. Do not select “Excused Paid” or “Excused Unpaid” unless directed to do so.

   Note: Personal Holidays will display for Duluth, Morris and Crookston employees but they are not eligible for using this benefit.

5. In the End Date field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the Reason drop-down menu select the absence reason. Use “Other”, “Personal Holiday”, or “Comp Time” unless directed differently. See the “Absence Definitions” job aid for more information.
7. Leave the Partial Days field at “None” to reflect full-day requests.
8. Do not use the Duration field. Duration will display the total hours of the request after the system performs the absence calculation.
9. Click <Calculate Duration>. The system calculates duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If you work schedule is not correct, see your supervisor or unit absence administrator.
10. The Comment field is not used. Do not enter comments.
11. Click <Submit> or <Save for Later>:
   - <Submit> saves the request and routes it to your supervisor for approval.
   - <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the My Time page.
12. Click <Yes> to confirm submission.
13. Click <OK> to complete.

![Disclaimer]
Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.
Submitting an Absence Request for Partial Days Job Aid

Certain employment groups at the University have specific parameters on the amounts of time that can be submitted on an absence request. This document captures how to use partial days for those employee groups.

**FACULTY, ACADEMIC PROFESSIONALS (P&A) AND ADMINISTRATIVE EMPLOYEES**

Faculty, Academic Professionals (P&A) and Administrative employees must submit absences in full or half day increments only.

1. Navigate to **My U>My Time > Request Time Off**
2. In the **Start Date** field enter the start date of the absence.
3. **Filter by Type** field is not required.
4. From the **Absence Name** drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation” or “Personal Holiday”. Do not select “Excused Paid” or “Unpaid” unless directed to do so.
5. In the **End Date** field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the **Reason** drop-down menu select the absence reason. Use “Other” or “Personal Holiday” unless directed differently. See the “Absence Definitions” job aid for more information.
7. From the **Partial Days** drop-down menu select the partial days option. The partial days selection identifies which day of the absence will be partial – all other days remain as full days. Choose between “All Days”, “End Day Only”, “Start Day Only”, “Start and End Day Only.”
8. For half day request, the **Hours** field is not required.
9. Select the **Half Day** checkbox. Selecting the checkbox calculates the partial day as a half day. **Note: the checkbox name corresponds with the partial day selection.**
10. Do not use the **Duration** field. Duration will display the total hours of the request after the system performs the absence calculation.
11. Click <Calculate Duration>. The system calculates the duration based on your work schedule and the selections you have entered. Click <Monthly Schedule>. If your work schedule is not correct, see your supervisor or unit absence administrator.
12. The **Comment** field is not used. Do not enter comments.
13. Click <Submit> or <Save for Later>.
   - <Submit> saves the request and routes it to your supervisor for approval.
   - <Save for Later> saves the request but does not route it to your supervisor. Edit your request by clicking <Absence Request History> on the **My Time** page.
14. Click <Yes> to confirm submission.
15. Click <OK> to complete.

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Submitting an Absence Request for Partial Days Job Aid (cont.)

BARGAINING UNITS AND CIVIL SERVICE EMPLOYEES

Bargaining Units and Civil Service employees may submit partial days but should use quarter hour increments when submitting the request.

1. Navigate to **MyU > My Time > Request Time Off**
2. In the **Start Date** field enter the start date of the absence.
3. **Filter by Type** field is not required.
4. From the **Absence Name** drop-down menu select the absence name. Options may vary depending upon eligibility. Choose between “Vacation”, “Sick Leave”, “Personal Holiday”, “Comp Time.” Do not select “Excused Paid” or “Unpaid” unless directed to do so.
5. In the **End Date** field enter the end date of the absence. The end date can be the same as the start date or can span multiple days.
6. From the **Reason** drop-down menu select the absence reason. Use “Other”, “Personal Holiday” or “Comp Time” unless directed differently. See the **Absence Definitions** job aid for more information.
7. From the **Partial Days** drop-down menu select the partial days option. The partial day selection identifies which day of the absence will be partial – all other days will remain as full days. Choose between “All Days”, “End Day Only”, “Start Day Only”, “Start and End Day Only.”
8. In the **Hours** field enter the total partial day hours. **Note: Entry of time should be made in quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).**
9. Do not use the **Half Day** checkbox. It is not required.
10. Do not use the **Duration** field. Duration will display the total hours of the request after the system performs the absence calculation.
11. Click **<Calculate Duration>**. The system calculates the duration based on your work schedule and the selections you have entered. Click **<Monthly Schedule>**. If your work schedule is not correct, see your supervisor or unit absence administrator.
12. The **Comment** field is not used. Do not enter comments.
13. Click **<Submit>** or **<Save for Later>**
   - **<Submit>** saves the request and routes it to your supervisor for approval.
   - **<Save for Later>** saves the request but does not route it to your supervisor. Edit your request by clicking **<Absence Request History>** on the **My Time** page.
14. Click **<Yes>** to confirm submission.
15. Click **<OK>** to complete.

⚠️ Monitor notifications/emails – when supervisors review requests, notifications/emails are automatically sent to the employee on the status of the requests.