Process for Charging Sick Time and Processing Payment
For Hourly, Student, Work Study and Adjunct Employees
Retain for Reference

I.   Hourly, Student and Work Study Employees

Hours worked since October 29, 2018 are accruing sick leave for all part-time employees. For every 30 hours worked, 1 hour of sick leave accrues to the employee to a maximum of 40 hrs. Note that sick time requests and approvals will need to be documented electronically as well as on Time Sheets. DO NOT SUBMIT A TIME SHEET FOR SICK HOURS UNTIL YOUR ELECTRONIC LEAVE REQUEST HAS BEEN APPROVED BY THE SUPERVISOR.

To use time from your sick leave balance:

1. From the Homepage, employee clicks on "My Brookdale" and logs onto Web Advisor. On the right side of the landing page, click on "Employees."   Under the first category listed, "Employee Information," go to "Employee Leave Request."
2. The Leave Request page will show your leave plan (Sick). Note that the *Maximum Carryover* will show as 40 hours and the *Current Balance* will show your sick balance in hours AS OF THE LAST PAYROLL. Accruals are updated each pay period. Charges to your balance will be reflected AFTER your supervisor has approved the leave request you submitted in Web Advisor. To complete the Leave Request in Web Advisor, select "Sick Leave" from the drop-down menu. The default that will appear on the screen is the current date. Change the "Request Begin Date" to the date of the absence, formatted as noted. Add the "Request End Date" formatted as noted.
3. Add the "Total Hours Requested." A minimum request increment is 15 minutes (.25 hrs) and cannot exceed your accrued balance.
4. You may add a reason for the request if you choose, to help you recall specifics or as explanation for your supervisor.
5. Click "Submit."
6. You will receive an email acknowledging that your leave time request has been made. You will receive another email when the request is approved or denied.
7. If you have or had another job at Brookdale, contact HR (Teresa Silletti, x 2739) to identify who is listed in Colleague as your primary supervisor. This is the person who will receive your leave time request.
8. Submit a Time Sheet to Payroll for all time worked in the pay period, including any sick time **requested and approved** in Web Advisor.   YOU MUST HAVE YOUR SUPERVISOR SIGN THE TIME SHEET AND THE PRIMARY SUPERVISOR MUST HAVE APPROVED YOUR SICK TIME REQUEST IN COLLEAGUE (MTDL) before Payroll will compensate you for sick leave that you have requested. On the time sheet, next to the total hours worked for the day, write "Sick Leave: XX hrs" to indicate the time you want to be paid using your sick leave accrual.
9. If your request has not been approved electronically by the deadline for time sheets, submit your timesheet without the sick leave and complete a separate time sheet for the paid leave time after it has been approved electronically.
10. If the supervisor who signs your time sheet that includes sick time is NOT listed in Colleague as your primary supervisor, the secondary supervisor will need to notify the primary supervisor that your request is either ok to approve or should be declined.   The primary supervisor MUST approve the time before payroll is processed or you will not be paid for the hours requested.

II. **Adjunct Employees**

Class hours worked since October 29, 2018 are accruing sick leave for all adjuncts. For every 30 hours worked, 1 hour of sick leave accrues to the employee to a maximum of 40 hrs. The accruals are evenly split for the semester in each adjunct pay period.   Note that sick time requests and approvals will need to be documented electronically as well as on the Additional Time/Time Exception Report form.   PAYROLL CANNOT PROCESS PAYMENT FOR MISSED CLASSES USING SICK LEAVE UNLESS THE TIME HAS FIRST BEEN REQUESTED AND APPROVED ELECTRONICALLY.

To use time from your sick leave balance:

1. From the Homepage, employee clicks on "My Brookdale" and logs onto Web Advisor. On the right side of the landing page, click on "Employees."   Under the first category listed, "Employee Information," go to "Employee Leave Request."
2. The Leave Request page will show your leave plan (Sick). Note that the *Maximum Carryover* will show as 40 hours and the *Current Balance* will show your sick balance in hours AS OF THE LAST PAYROLL. Accruals are updated each adjunct pay period. Charges to your balance will be reflected AFTER your supervisor has approved the leave request you submitted in Web Advisor.
3. To complete the Leave Request in Web Advisor, select "Sick Leave" from the drop-down menu. The default that will appear on the screen is the current date. Change the "Request Begin Date" to the date of the absence, formatted as noted. Add the "Request End Date" formatted as noted.
4. Add the "Total Hours Requested." Note that you will accrue time for classroom hours based on clock hours, not Carnegie hours. To be consistent with the accrual rates, paid time off requests will also be required in clock hours, not Carnegie hours. For example, a 3 credit class that meets 3 times a week must show on time requests as 1 hour for each class meeting.   Three credit classes that meet twice a week must show on time requests as 1.5 hrs for each class meeting. Three credit classes that meet once a week must show on time requests as 3 hrs for each class meeting, and so forth, with 4 and 5 credit classes. In other words, to be consistent with accruals, charges of time should not show an hour as a 50-minute time interval. See below:

Amount of Time to Be Requested for Use of Sick Leave for Class Absences

Credits per Course	Number of Class Meetings Per Week				
	1 Time/WK	2 Times/Wk	3 Times/Wk	4 Times/Wk	5 Times/Wk
3 Credits	3 hrs	1.5 hrs	1 hr	NA	NA
4 Credits	4 hrs	2 hrs	NA	1 hr	NA
5 Credits*	4hr lecture and 1hr lab	4hr lecture and 1hr lab	2 hr lectures and a lab		

*Varies. See Dept Chair or Institute Dean for clarification if needed

5. Leave requests MAY NOT BE FOR LESS THAN THE FULL CLASS PERIOD.
6. You may add a reason for the request if you choose, to help you recall specifics or as explanation for your supervisor.
7. Click "Submit."
8. If you have or had another job at Brookdale, your current supervisor may not be listed in Colleague as your primary supervisor. The primary supervisor will receive your time request. The first time you submit a request, please check with your supervisor to confirm that your

request was received. If your supervisor does not get an email notifying him/her that you requested leave time off, it is probably because he/she is not listed in Colleague as the primary supervisor. Please contact HR (Teresa Silletti, x 2739) to get the name of the primary supervisor or to update the record and end former jobs held. Ask your supervisor to notify the primary supervisor via email, confirming his/her approval of the request and asking the primary supervisor to process the leave request. *We recognize the difficulty of this part of the process but it is a system limitation. Fortunately, this situation should not be commonplace.*

9. As in the past, you will use the form entitled, "Additional Time/Time Exception Report" that is usually completed when a class is missed for which you would be docked. Complete that form, identifying the date and hours you want charged to your sick leave rather than to be docked. NOTE CLEARLY ON THE FORM **NEXT TO EXCEPTION CODE A – "SICK LEAVE"** and give it to your supervisor. Your supervisor must approve your electronic request before submitting the paper form to Payroll, attached to the form that authorizes payment to the substitute who covered your class. (Hourly Clinical Adjuncts – please contact your Institute Administrator, Susan Scarangella, for a slightly different process.)

10. Payroll will verify that your sick balance has been reduced by the hours submitted on the Additional Time/Time Exception Report. If the electronic process is complete, they will not dock your pay.

III.   Supervisor Approval

1. When an employee who has been absent from work wishes to use accrued sick leave, the employee must complete a two-part process. First, the employee goes to Web Advisor and requests the time, just as FT employees.   Second, once the time has been approved electronically, they submit their Time Sheets, just as they do now, noting the date and time on the Time Sheet to be charged to their sick leave balance.   **Employees cannot submit their absence as paid sick leave until the supervisor has approved the time electronically so it is critical that requests be approved or denied as they are received.**

2. The request will go to the employee's PRIMARY SUPERVISOR in Colleague. If the employee has or had more than one job on campus, there will be a primary supervisor and one or more secondary supervisors in Colleague. If you do not get an email notifying you that your employee has requested leave time off, it is probably because you are not listed in Colleague as the primary supervisor. Please ask the employee to notify HR (Teresa Silletti, x 2739) to get the name of the primary supervisor or to update the record and end former jobs held.

3. If the employee has two or more active jobs, only the PRIMARY SUPERVISOR will get the time request. If you are a secondary supervisor and your employee has requested use of sick leave that you approve, please send the primary supervisor notification to approve the time (date and total hours) immediately for the employee in Colleague MTDL. *This is a system limitation that is cumbersome but required for accountability*.

4. To approve/deny time requested, go to Colleague's "My To Do List" (MTDL). Click on the magnifier to the right of the employee's name. This will bring up the details, including the balance available and the date and total hours requested.   Double click on "Approval Action" and click on the action to be taken. Then click "Save All" at the top of the screen.

5. After the electronic process is complete, the supervisor in the department where the employee is working will then sign off on the Time Sheet (for hourly, student, and work study workers) or the Additional Time/Time Exception Report (for adjuncts) and submit it to Payroll. On either

form, be sure there is a clear notation which hours are to be paid from the employee's sick leave balance. On the Time Sheet for hourly, student and work study employees, next to the total hours for the day, there should be "Sick leave: XX hrs." On the Additional Time/Time Exception Report form for adjuncts, Write "Sick Leave" next to Exception Code "A."

6. Payroll cannot pay the employee for sick leave unless the leave request shows in Colleague as approved.