URSA Operating Procedures for Absences from Work

Georgia State University’s Classified Handbook details rules for employees’ work and leave hours (see Chapter 3, 4, & 5 of Handbook). The current policy describes how URSA implements the guidelines that employees must get their supervisors’ prior approval for leave or for temporary changes to their typical 40 hour work week.

1. For any prescheduled leaves (sick or vacation), employees will email their supervisor as soon as they are aware of the need to be out of the office in order to obtain their supervisor’s approval and to document their coverage plan.

2. Supervisors are responsible for giving permission for these leaves and for communicating the information to the Receptionist for the monthly calendar.

3. For any unexpected leaves during the month that are not on the monthly schedule, employees will call or email their supervisor as soon as they know they are going to be absent from work. If an employee does not have access to email, they should call and talk directly with their supervisor. This should occur PRIOR to the absence rather than after the fact whenever possible. The supervisor and employee should develop a coverage plan at that time.

4. At the end of the month, the supervisor will add any unscheduled leaves to the electronic calendar and transmit a copy of their final calendar with copies of leave reports attached to the VP’s administrative assistant for the unit’s HR files.

5. If employees are planning to be away from the office on personal matters during the hours they are scheduled to work (e.g., 8:30-5:15 or other officially scheduled flex hours with a 45 min lunch break between the hours of 11 and 2), they must obtain approval in advance from their supervisor.

6. Non-exempt employees cannot work overtime without their supervisor’s prior approval.

7. Employees cannot forgo lunch break to work shorter hours.