URSA Operating Procedures for Absences from Work

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

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

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

3. For any unexpected leave during the month that is not on the monthly calendar, 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 speak 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. The employee should enter unexpected absence requests into OneUSG as soon as they return to work in order to obtain the supervisor’s approval and to document their absence.

4. 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 am – 5:15 p.m., or other officially approved flex hours), they must obtain PRIOR APPROVAL from their supervisor in OneUSG.

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

6. Employees cannot forego lunch break to work shorter hours.