

**VACATION AND OTHER LEAVE REQUEST GUIDELINES**

Regular and punctual attendance is an expectation for every position within the University of Nebraska Medical Center. Planning and coordinating absences at the College of Nursing is essential for the organization to function effectively. This policy is designed to clarify attendance expectations and to provide managers with guidance for consistent and equitable application.

**WORK SCHEDULE**

All UNMC employees are expected to work according to established work schedules for the purpose of maintaining continuity in the administration of The College of Nursing. The College of Nursing recognizes the normal business hours of 8:00am to 4:30pm. Work schedules are determined by the needs and at the direction of your unit.

Work schedules may provide a 30 minute lunch period that is unpaid. Lunch/rest periods may be denied if the manager/supervisor determines that the workload will not permit the break.

Work schedules may provide for two fifteen-minute rest periods each workday. Such rest periods will be paid, and therefore, are to be considered a privilege. Rest periods may not be "saved" to shorten the workday, to extend lunch breaks or to alter the work schedule in any way unless approved by the employee's supervisor in advance.

**PLANNED LEAVE REQUEST**

A scheduled or planned absence is defined as planned time away from work (i.e. vacation, medical appointments, authorized leaves of absence, etc.)

1. Check your department calendar before you request a vacation leave to ensure you do not ask for leave on day(s) that has been approved for another staff member.
2. Vacation will be approved by Supervisor or designee. Vacation requests should be submitted via Firefly.
3. If you need to cancel vacation leave that has already been approved you must cancel as soon as you know that you will not be taking vacation leave on the scheduled vacation leave by submitting the cancellation through firefly.
4. FMLA and Medical LOAs will be processed as per UNMC Employee Leave Policy and Procedures.
5. For scheduled sick leave requests (doctor's appointments, dental appointments and other medical appointments):
  - a. To reduce operational and coverage issues please schedule appointments early in day or later in day.
  - b. Coordinate your requested sick leave to ensure you do not schedule an appointment at a day/time that has been approved for another staff member.
  - c. If you need to cancel planned sick leave that has already been approved you must cancel the day(s) or time(s) approved by submitting cancellation through Firefly.

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**UNPLANNED ABSENCES**

An unplanned absence is time away from work without giving proper notice (i.e. calling in sick, child ill, car, etc.). It does not include FMLA, funeral leave, planned sick leave or planned vacation/floating/banked leave.

1. Call or Email your supervisor as soon as you realize you will not be in as scheduled. If you need to request the following:
  - a) All day(s) (unplanned sick leave or other unexpected leave situations).
  - b) Are running late for work.

FMLA and Medical LOAs will be processed as per UNMC Employee Leave Policy and Procedures.

**Unplanned Absences and Performance Evaluation**

Unplanned absences for Performance Evaluation purposes do not include FMLA, funeral leave, planned sick leave or vacation leave that have been previously approved by your supervisor.

1. 1 day (8 hours): Consistently exceeds standards
2. 2 days (16 hours): Exceeds standards
3. 3, 4 or 5 days (24, 32 or 40 hours): Successfully meets standards
4. 6 days (48 hours): Needs Improvement
5. 7 days or more (56 hours or more): Unsatisfactory

**Work Schedule, Planned or Unplanned Absences FAQ's**

**What is an unplanned absence?**

An unplanned absence is time away from work without giving proper notice (i.e. calling in sick, child ill, car, etc.). It does not include FMLA, funeral leave, planned sick leave or planned vacation/floating/banked leave.

**Does this mean I cannot use sick time for my scheduled doctors' appointments?**

You can use sick time or any other leave type for scheduled time off for doctors, dental or eye appointments. This would be considered a planned absence.

**If I don't use sick time when I call in – is it still considered an unplanned absence?**

Yes. The type of leave does not differentiate a planned versus unplanned absence.

**If I bring a doctor's note, is it still considered an unplanned absence?**

Yes. It is still considered an unplanned absence unless it is related to FMLA.

**What if I am sick and need to be out more than 1 day? Is each day considered an unplanned absence?**

The first day you call in ill would be considered an unplanned absence. If you feel you are not going to be in for 2-3 days, contact your supervisor and plan the days off. If the illness is over 5 days then FMLA will apply.

**What if I can't make it in due to adverse weather conditions?**

Per UNMC Policy 1005, UNMC, as a health sciences center, has a number of activities that must be kept



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operational regardless of the weather conditions. Because so many employees must report, regardless of the weather, the determination has been made for the entire campus to be considered open and operational, even when other University of Nebraska campuses and area businesses may be closed. Employees who do not report, or leave early, with supervisor approval must use vacation or floating holiday time to account for any time not worked. Salaried employees who are exempt from FLSA cannot take unpaid leave in increments of less than one work day.

**What time frame is considered when calculating total hours of unplanned absence?**

- a. Unplanned absences will be counted in a rolling 12 month period.
- b. For Performance Evaluation Purposes: Period from your last performance evaluation to your current performance evaluation.

**How will you know in Firefly if it is planned or unplanned?**

When requesting a leave in Firefly you will need to indicate:

- a. "Planned" or "Unplanned" in the note to approver of your leave request. Any leave requests without this information will be assumed to be "unplanned".
- b. "Self" or "Family member: child, spouse etc."
- c. "FMLA" if it is FMLA related.

**What if I am to be off for an extended period?**

Time off for a medical condition or to care for a family member with a serious medical condition fall under the FMLA guidelines and will not be counted as unplanned absences.

**If I do not take lunch, can I leave an hour early?**

You will need to discuss with your supervisor any schedule change. If you are not able to make your lunch break, contact your supervisor to discuss options prior to skipping a lunch. Lunch is considered a 30 minute break. You cannot combine your breaks and lunch to leave early.