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Administrative Process Improvement Project
Project Team Recommendations
Faculty Leave Reporting

The Faculty Leave Reporting Team met to review current leave reporting procedures across academic units, investigate various options for how leave should be reported and recommend the most reliable, convenient and cost efficient process and include the mechanism to be used for monthly leave reporting. Below are the team's recommendations:

Update Policy UM1544 Sick Leave & Bereavement to include following highlights
- Update policy to add specific Faculty Leave section
- Affirm faculty responsibility to report leave
- Define what constitutes sick leave (e.g. absent from teaching, research, or service responsibilities)
- Articulate that sick leave must be reported and recorded even when classes are covered
- Reporting and recording partial absences due to sick leave
- Clarifying language that abuse is grounds for disciplinary action up to and including termination of employment

Guidelines for Reporting Leave to Department Chairs
- Faculty members can send an email to Chair/Designee
- Faculty members can send an Outlook meeting request to Chair/Designee Outlook Calendar (e.g. an all-day meeting request)
- Departments create a paper request form to be filed in the Chair's office

Communication Plan
- E-mail to all faculty
- Presentation at Faculty Senate meeting
- Article in HR Newsletter
- Article in 'Marketing and Communication' newsletter
- Presentation at HR Partners Meeting

Update Faculty Handbook and Websites
- Faculty Handbook – owner is Faculty Senate
- HR website
- Faculty Senate website
- Create a 'FAQ' to be published on websites

Electronic Reporting Tool
- Team recommends Banner Time and Leave reporting module used by staff
- Offer training sessions (currently included in New Employee Orientation)
- Implementation timeline March – June with September go-live