



Krannert Institute of Cardiology – Business Administration
Standard Operating Procedure

Title: Time-off Requests and Notification Settings

Purpose: This SOP describes the appropriate process and time frame for requesting PTO, how to set notifications, address SICK and FMLA requests.

Applicable to: Krannert Staff

Procedure for Requesting Time Off and Notification Setting Detail

1. PTO requests must be sent to Division Administrator, applicable Faculty member and/or supervisor with a copy to the HR Specialist 3 days in advance of time off (no justification is required). In the event a PTO day is needed with less than 3 days advance notice, a justification must be included in the request.
2. An “Out of Office” note shall be added to employees’ Outlook and must include an alternate contact (phone and email) to be reached while one is absent.
3. Phone should be forwarded to the identified back-up support.
4. PTO time shall be logged on the appropriate group calendar upon approval. The person providing coverage should also be listed on the calendar entry. The employee needs to communicate any items of importance during their absence to the person providing coverage in addition to letting their faculty member know who they should contact for support.

Procedure for Sick Notification

1. Employee is to contact the Division Administrator and applicable Faculty member and/or supervisor with a copy to the HR Specialist if they will be out “Sick”.
2. If an employee is absent for 3 consecutive days, reference the FMLA policy:
“A period of incapacity of more than 3 consecutive, full calendar days and subsequent treatment by a health care provider in-person two or more times within 30 days of the first day of incapacity.” <http://www.indiana.edu/~uhrs/policies/uwide/fmla.html>
3. An “Out of Office” note shall be added to employees’ Outlook and must include an alternate contact (phone and email) to be reached while one is absent.

Procedure for FMLA

1. The federal Family and Medical Leave Act (FMLA) is intended to balance the demands of the workplace with the needs of families by allowing leave for certain qualifying reasons. The law

provides up to 12 weeks of job-protected unpaid leave for eligible employees in any 12-month period, which Indiana University defines as the calendar year. <http://hra.iupui.edu/employee-relations.asp?content=FMLA-Compliance>

2. Review the IUPUI website for appropriate paperwork.
3. Notify HR Specialist regarding the FMLA request.
4. HR Specialist and Division Administrator will work with staff member and Chairman's Office to meet needs of the FMLA request.

Employee Handbook Policy Reference

1. All vacations must be approved in advance by the supervisor before it can be used. Requests for vacation time off must be approved or disapproved within three working days of receiving the request. When requested in advance, the employee is not required to provide a reason for the absence.
2. Vacation cannot be used before it has been earned with one exception: if a new employee has not earned enough vacation to cover a department's closing between Christmas and New Year holidays.
3. If multiple staff within a department make requests for the same vacation period, preference will be given according to occupational unit seniority. However, if prior permission for use of vacation time has been given to a less senior employee for the same period, the less senior employee's request is granted.

Resources

Time Entry Training is available under the Group Quick Links section in OneStart.

Additional resources regarding PTO usage and limitations are available at the links below.

Vacation for Support and Service Staff: <http://hr.iu.edu/policies/nonunion/10.0/10.4.html>

Time Off Accruals During Absences: <http://hr.iu.edu/policies/nonunion/10.0/10.1.html>

Time Off for Funeral and Bereavement: <http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.5.html>

PTO Usage and Limitations: <http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.6.html>

Adverse Weather: http://policies.iu.edu/policies/categories/human-resources/health-safety/adverse_weather.shtml