



# Time & Absence Working Group

Date 02/13/24

Meeting Time 11:00AM – 12:00PM

Attendance:

Santo, Dawn	Gibson, Betty	Toller, Patti	Suehs, Kristen	Tykal, Doris
Holden, Tempist	Perez, Theresa	Mirth, Kelsey	Wise, Melony	Aspelund, Jan
Thompson, Tammi	Patrick, Karol	Ham, Shannon	Portales, Ninette	Pittman, Melinda

## 1. Review Open Action Items:

- Absence notification for greater than 3 days of sick time- HAC approved, In Progress
- Notification to Employee to warn of upcoming expiration of State Comp Time- HAC approved, In Progress
- Create custom reports to Workers on Leave, Workers Returning from Leave, Workers Returned from Leave so UIN can be added- HAC approved, In Progress
- Create notification to Employee when they are eligible to use vacation- HAC approved, In Progress
- RFP for FMLA software tracking- HAC approved
- Do not default hours on time off requests- HAC approved
- Add filter to “Sick Time Off Requiring Medical Note” report- HAC approved
- Prevent Absence Partner from approving their own absence requests- researching solutions
- New time off functionality- research needed

## 2. Discussion Areas:

- Welcome our new business analyst, Michael Randolph
- Discussion/Clarification on Entering State Service

-Discussion of the audits of service time versus that of longevity pay. The 30 day/month policy negatively impacts the former. Workday Services will meet to discuss potential solutions to address these concerns.

- Request to update Medical and Mental Health Care for Certain Veterans and Mental Health Leave for Peace Officers and Telecommunicators- do not carry forward a balance from one fiscal year to the next. This would zero out any hours granted at the end of the fiscal year.
  - 12 votes in favor and none opposed
- Add fields to Sick Time Off Requiring Medical Note report: employee email address, manager's name and email address
  - 12 votes in favor and none opposed
- Adding Business Title to Review Time and Time Summary Review reports
  - 10 votes in favor and none opposed

### 3. Next Steps and Action Items:

Next meeting April 9, 2024