



Time & Absence Working Group

Date 4/9/24

Meeting Time 11:00AM – 12:00PM

Attendance:

Pierce, Octavia	Suehs, Kirsten	Patrick, Karol	Santo, Dawn
Gibson, Betty	Holden, Tempist	Wise, Melony	Mirth, Kelsey
Portales, Ninette	Ham, Shannon	Flores-Nevarez, Tina	Perez, Theresa
	Escamilla, Jennifer	Tschatschula-Jones, Elizabeth	

1. Review Open Action Items:

- Absence notification for greater than 3 days of sick time- Complete
- Notification to Employee to warn of upcoming expiration of State Comp Time- Complete
- Create custom reports to Workers on Leave, Workers Returning from Leave, Workers Returned from Leave so UIN can be added- Complete
- Do not default hours on time off requests- Complete
- Add filter to “Sick Time Off Requiring Medical Note” report- Complete
- Add fields to Sick Time Off Requiring Medical Note report: employee email address, manager’s name and email address- Complete

- Create notification to Employee when they are eligible to use vacation- HAC approved, Priority 3
- RFP for FMLA software tracking- HAC approved, follow up in progress
- Prevent Absence Partner from approving their own absence requests- researching
- New time off functionality- researching
- 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 year. Awaiting vote at April HAC.

2. Discussion Areas:

- Discuss Accrual and Time Off Adjustments/Overrides
 - Adjustments for ineligible employees—recent update/change
 - Adjustments based on correct time off periods—example FLSA overtime

- Time Off Plans resource guide updates coming
- No items were voted on for this Session

3. Next Steps and Action Items:

Next meeting June 11, 2024