Time & Absence

 Working Group

Date 6/10/25

Meeting Time 11:00AM – 12:00PM

**Attendance**

Cervantez, Amber

Comeaux Gibson, Betty

Escamilla, Jennifer

Ham, Shannon

McIntyre, Lisa

Melinda Pittman

Patrick, Karol

Pierce, Octavia

Santo, Dawn

Stevens-Brown, Necole

Suehs, Kristen

Toller, Patti

Tschatschula-Jones, Elizabeth

White, Madelyn

Wise, Melony

# Review Open Action Items:

* FMLA Software- System Office HR collected requirements.
* Change unpaid time off to a position-based plan- low instances, on hold until higher priority items are addressed.
* Accrual Expiration
* Remove the Manager’s ability to initiate placing an employee on Leave of Absence. HAC approved- completed
* Remove the Manager’s ability to initiate returning an employee from Leave of Absence. HAC approved- completed
* Create adjustments to reduce Donated Sick time- completed
* Allow Timekeeper role “approval” button on Review Time. completed
* Request to update Length of State Service report to add:
	+ UIN, dates of hire, employee type, time type, and annual work period
	+ completed

# Discussion Areas:

* Alternative report to the Time Summary Review report to break out Time Entries for employees with multiple jobs
	+ Report updates sound helpful
	+ We will eventually move to SBX to allow members to test before moving to Production
* TAMU request: Require Absence Partner approval for all unpaid time off requests
	+ currently unpaid time off requests for employees eligible for paid time off (faculty or staff, 50%+ FTE) route to the Absence Partner for approval
	+ Do you want all unpaid time off requests (faculty, staff, temp/casual, grad assistant, student) to route to Absence Partner?
		- Several members find this useful.
	+ Vote: Do all members want to require Absence Partner approval?
		- 12 yes / 0 no
* TAMU request: Require Absence Partner approval for all Military Training/Dute time off requests
	+ Vote: Do all members want to require Absence Partner approval?
		- 13 yes / 0 no
* Vote: Remove the ability for Employees to Request Leave of Absence or Return from Leave of Absence
	+ Opt in/out not possible for initiation
	+ 12 yes / 0 no
* Updates to Request Absence – Type of Absence list updates
	+ Vote: Remove numbers in names of time offs as table sorts without them
		- 13 yes / 0 no
	+ Tarleton’s suggestions
		- “Donate to Sick Pool” only available to Absence Partners
			* 12 yes / 0 no
		- Move Donate Sick to Family Pool (Taxed & Non-Taxed) to "Sick" Time off group
			* 12 yes / 0 no
		- Eliminate "Paid Time Off (Certification Required)" category and move these current Time Offs into "Other Paid Time Off" category
			* 11 yes / 0 no
		- Create new “Military Time Off” category
			* 12 yes / 0 no
		- Bereavement Leave / Other Emergencies / Death of a Family Member
			* Friends and other relatives not covered by bereavement leave
			* Tarleton also uses “Other Emergencies” for birthday leave
			* State Military Emergency could be used to new military category
			* Other Emergencies are reportable to the state. Members may wish to consider other categories for birthdays etc.
			* Vote: Create a specific group category for Death of a Family Member when requesting Time Off
				+ 11 yes / 0 no
		- FMLA Time Off vs. Leave
			* Since group voted to not allow employees to request Leave of Absence then this distinction is not necessary
		- Unpaid Leave (of Absence)
			* Remove “less than 30 days” from category name to avoid confusion since employees won’t see the “30+ days” categories?
			* Vote: Add “of Absence” to end of each applicable Time Off option
				+ 10 yes / 0 no
			* Vote: Remove (less than 30 consecutive days) from the FMLA/Parental Time Off Category
				+ 2 yes / 5 no / 2 additional discussion
		- Vote: Move all uncategorized Time Offs from the "Other Absence Type" category to the "Time Off Adjustments (Absence Partners Only) category
			* 11 yes / 0 no
* Any other items?

# Next Steps and Action Items:

Next meeting August 12, 2025