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