



**SAN JOSÉ STATE
UNIVERSITY**

August 12, 2011

**Facilities Development
and Operations**

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TO: All FD&O Staff

FROM: Anton Kashiri, AVP *AK*
Facilities Development and Operations

RE: **FD&O TIME OFF REQUEST Procedure**

In order to permit an orderly scheduling of workloads, all employees must use FD&O's Time Off Request Form in advance when requesting: Vacation, CTO, Personal Holiday, and any other scheduled time off (see attached procedure and matrix). The Time Off Request form can be obtained from FD&O's Administrative Services Payroll area located adjacent to Sheila Turner's cubicle.

This Policy governs all requests for time off and is consistent with the spirit of both SETC and CSUEU contracts (*refer to appropriate SETC or CSUEU contract articles*).

The purpose of this procedure is to define the process for the submission and approval of all employee Time Off Requests.

If you have additional questions please refer them directly to your Department Administrator.

The Time Off Request Procedure can also be accessed on the FD&O's Web site www.sjsu.edu/fdo.

Procedure/Guideline	FDO-101
Effective Date	12/8/07
Revision Date	August 12, 2011
Approval	A. Kashiri

Facilities Development and Operations

SUBJECT: TIME OFF REQUEST PROCEDURE

Purpose:

The purpose of this procedure is to define the process for the submission and approval of all employee Time Off Requests.

Scope:

This Procedure governs all requests for time off and is consistent with the spirit of both SETC and CSUEU contracts (*refer to appropriate SETC or CSUEU contract articles*).

Approval Process:

1. Requests for scheduling vacation shall be submitted in writing at least 30 days in advance and approved by the appropriate Administrator (MPP).
2. If an employee submits a vacation request for three (3) days or less with less than 30 days notice, such requests must be submitted to the immediate Supervisor and approved by the Department Administrator subject to operational needs.
3. **FD&O Administrator List:**

DEPARTMENT	PRIMARY Administrator	ALTERNATE Administrator
Financial and Administrative Services	Terry Crisp PH# 924-1984	Anton Kashiri PH# 924-1946
Utilities Maintenance and Operations	Adam Bayer PH# 924-1971	John Skyberg PH# 924-1921
Maintenance Operations and Repairs	John Skyberg PH# 924-1921	Adam Bayer PH# 924-1971
Central Plant	Chris Nordby Cell# 426-6526	Adam Bayer PH# 924-1971
Facility Services	Betty Luna PH# 924-1935	Dennis Suit PH# 924-1872
Grounds – Main Campus	Raul Bueno PH# 924-1973	Betty Luna PH# 924-1935
Grounds - So. Campus	Dennis Suit PH# 924-1872	Betty Luna PH# 924-1935
Custodial, King Library	Mark Hancock PH# 924-2628	Calvin Brown PH# 808-2399
Custodial, Crew II	Guillermo Garcia PH# 924-1916	Calvin Brown PH# 808-2399
Custodial, Crew III	Jim Weber PH# 924-1944	Calvin Brown PH# 808-2399
Custodial, Crew IV	David Barber PH# 924-1938	Calvin Brown PH# 808-2399
Planning Design & Construction	William Shum PH# 924-1925	Daniel No PH# 924-1996
Environmental Health & Safety	David Krack PH# 924-1978	Anton Kashiri PH# 924-1946

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4. Vacation requests are to be submitted to the immediate Supervisor and shall be scheduled and taken only when authorized by the appropriate Department Administrator. The term "Administrator" refers to an employee serving in a designated non-bargaining or management position.
5. Sick time requests should be reported to the appropriate Administrator promptly and preferably before the start of the shift. The submission of a Time Off Request form shall also be submitted by the employee for time taken off upon their return to work.
6. Partial Sick day requests: employee must promptly notify the appropriate Administrator and Supervisor when leaving work early due to illness. Employee should fill out the NCR Time Off Request form and sign the form and sign the form prior to departure from campus.
7. Cancellation or Revision of Time Off Request Form shall be completed as follows:
 - a. Obtain old Time Off Request Form and indicate change to request by marking document as "Cancelled" or "Revised" (on top right hand corner) and indicate date change and/or amount of time off requested where appropriate.
 - b. Forward Revised or Cancelled request to appropriate Administrator so they can notate change by initialing the revised Time Off Request Form.
 - c. Make a copy of document and forward to the FD&O Payroll Specialist.
8. Personal Holiday (PH) request shall be utilized within the calendar year by mutual agreement with the appropriate Administrator, preferably in advance and in writing.

Please refer to the attached Time Off Request process grids for vacation, sick, CTO, and ADO requests. If you have additional questions please refer them directly to your Appropriate Administrator.

The Time Off Request Procedure can also be accessed on the FD&O's Web site www.sjsu.edu/fdo.

FACILITIES DEVELOPMENT AND OPERATIONS

Vacation Request Process	
At Least 30 Days Notice	Less Than 30 Days Notice
<p>SETC</p> <p>Article 16.2(f): such requests shall be submitted in writing at least thirty (30) days in advance.</p> <p>CSUEU</p> <p>Article 14.9: such requests shall be submitted in writing to the appropriate administrator at least thirty (30) days in advance.</p>	<p>SETC</p> <p>Article 16.2(f): if employee submits a vacation request for three days or less with less than thirty days (30) notice such requests will be approved subject to operational needs.</p> <p>CSUEU</p> <p>Article 14.9: if an employee submits a vacation request for five (5) days or less with less than thirty (30) days notice, such request will be approved subject to operational needs.</p>
<p style="text-align: center;">PROCEDURE</p> <ol style="list-style-type: none"> 1. Employee completes and submits to supervisor Time Off Request form. <ul style="list-style-type: none"> • NCR Time Off Request form – submitted in hard-copy only 2. Administrator receives request from supervisor and in writing either approves or denies request based on operational needs. 	<p style="text-align: center;">PROCEDURE</p> <p>Vacation requests made with fewer than 30 days notice should be the exception and not the rule. Employees should make every reasonable effort to minimize the occurrence of such vacation requests.</p> <ol style="list-style-type: none"> 1. Employee completes and submits to supervisor Time Off Request form. <ul style="list-style-type: none"> • NCR Time Off Request form – submitted in hard-copy only 2. Administrator receives request from supervisor and in writing either approves or denies request based on operational needs.

Sick Leave Process
<p>SETC</p> <p>Article 18.4: an employee shall be responsible for reporting an absence to the appropriate administrator promptly, and preferably before the start of the shift.</p> <p>CSUEU</p> <p>Article 15.5: an employee shall be responsible for reporting an absence to the appropriate administrator as soon as possible in compliance with department and campus policies. Extenuating circumstances may prevent an employee from calling in before the start of his/her shift, but the employee will make every effort to call in as close to the start of the shift as possible.</p>
<p style="text-align: center;">PROCEDURE</p> <ol style="list-style-type: none"> 1. The employee must promptly contact the Appropriate Administrator prior to the start of shift, if at all possible, and should leave a voicemail. 2. The employee shall also contact his/her appropriate supervisor and leave a voicemail. 3. As soon as s/he returns to work employee completes and submits to supervisor Time Off Request form. Employee shall use: <ul style="list-style-type: none"> • NCR Time Off Request form – submitted in hard-copy only <p style="text-align: center;"><u>PARTIAL SICK DAYS</u></p> <ol style="list-style-type: none"> 1. Employee must promptly notify the Appropriate Administrator and supervisor when leaving early from work due to illness. 2. Employee should fill out the NCR Time Off Request form and sign the form prior to departure from campus.

FACILITIES DEVELOPMENT AND OPERATIONS

CTO and ADO Request Process

Compensatory Time Off (CTO)	Alternate Day Off (ADO)
<p><u>SETC</u></p> <p>Article 23.4: The scheduling of CTO shall be by mutual agreement of the employee and the appropriate administrator. When mutual agreement is not possible, upon seven (7) days' notice to the employee, the appropriate administrator may direct the employee to take earned CTO.</p> <p><u>CSUEU</u></p> <p>Article 19.9: Requests for scheduling CTO shall be submitted to the appropriate administrator at least seven (7) days in advance. CTO shall be scheduled and taken only as authorized by the appropriate administrator.</p> <p>Article 19.10: When possible, the scheduling of earned CTO shall be by mutual agreement of the employee and the appropriate administrator. Upon Reasonable notice to the employee, the appropriate administrator may direct the employee to take earned CTO.</p>	<p><u>SETC</u></p> <p>Article 17.13 (b): If the holiday is officially observed on a day the employee is not scheduled to work, the employee is entitled to the number of holiday hours equal to their normal workday. This holiday shall be used within ninety (90) days after the holiday was officially observed on a day mutually agreed to by the employee and the appropriate administrator, so that the holiday shall not be lost.</p> <p><u>CSUEU</u></p> <p>Article 14.16 (a): An employee scheduled to work on the day a holiday is officially observed, except as provided in provision 14.16 (b), shall be entitled to the holiday. The number of hours of the holiday shall be determined by the hours the employee is normally scheduled to work on the day the holiday is observed.</p>
<p>PROCEDURE</p> <ol style="list-style-type: none"> 1. Employee completes and submits to supervisor Time Off Request form. Employee should use: <ul style="list-style-type: none"> • NCR Time Off Request form – submitted in hard-copy only 2. Administrator receives request from supervisor and in writing either approves or denies request based on operational needs. 	