

<b>RURAL DEVELOPMENT POLICIES AND PROCEDURES</b>	<b>Issued by:</b> RDP Statewide Director, Daniel Regan	Policy No: <b>OPR 005</b>
		<b>Effective Date:</b> July 1, 2009
<i>Sick, Vacation, and Compensable Time Guidelines</i>	<b>Approved by:</b> RDP Statewide Director, Dan Regan	<b>Revision No: 1</b> 10/14/2009
		<b>Supersedes Policy:</b> N/A

I. **PURPOSE:** To guide Rural Development Staff in the procedures for Sick, Vacation, and Compensation Time.

II. **ACCOUNTABILITY:** The RDP Principal Investigator (PI) or RDP Statewide Director has overall responsibility for formulation, implementing and developing the Sick, Vacation, and Comp Time Procedures in accordance to the Research Corporation of the University of Hawaii Policies (RCUH). All procedures will be based on the RCUH written policy found on the RCUH website under Policies and Procedures.

III. **PROCEDURES**

1. **SICK TIME:**

- A. Employees who are sick or injured and unable to work shall notify their immediate supervisor and the Human Resources Assistant **within an hour** after the time they are scheduled to report to work. In case of an emergency, please contact the above personnel at the earliest time possible.
- B. Notification may be made by phone, voicemail or email. You must notify the above personnel **each day** you are out sick. Should you choose to call your co-worker as a courtesy, note that they **are not** responsible to alert the above personnel of your absence. It is **your** responsibility to contact the above personnel per item A.
- C. After receiving your notice of sick time, it will be noted on the Personnel Vacation-Sick calendar.
- D. Sick leave of less than one (1) hour is not allowed. Fractional hours beyond the first hour may be granted in ½ hour (30 minute) increments.

- E. Sick Leave is a benefit for employee use only and **not** to be used for care of a family member. (Vacation time or Family Leave time would apply in this case)
- F. A doctor's note is required for 5 or more consecutive workdays out sick. Failure to submit a doctor's note to the above personnel in item A will result in non-payment of sick leave from the first day of absence. This may also result in other personnel actions including disciplinary action for poor attendance or failure to comply with the RCUH and RDP policy.
- G. All sick days must be noted accurately on your RCUH timesheets and PAR).
- H. For more information on the RCUH sick policy go to [www.rcuh.com](http://www.rcuh.com), click on the Policies and Procedures tab, 3.000 Human Resources, **3.640 RCUH Sick Leave Policy**.

## **2. VACATION TIME:**

- A. All vacation must be pre-approved by the employee's immediate supervisor.
- B. All vacation requests must be in writing via an email request prior to taking time off. Once approval is granted, it will be noted on the Personnel Vacation-Sick calendar. Emergency or unexpected vacation requests may be approved, but must be in writing as well.
- C. Vacation of less than one (1) hour is not allowed. Fractional hours beyond the first hour may be taken in ½ hour (30 minute) increments.
- D. All vacation days must be noted accurately on your timesheets (RCUH and PAR).
- E. For more information on the RCUH vacation policy go to [www.rcuh.com](http://www.rcuh.com), click on the Policies and Procedures tab, 3.000 Human Resources, **3.620 RCUH Vacation Leave Policy**

## **3. COMPENSATORY TIME OFF ("CTO"):**

- A. In lieu of overtime compensation a Non-Exempt employee may be awarded Compensatory Time off.
- B. All Comp Time off **must have prior approval** from the RDP Statewide Director
- C. CTO is very rare and is not expected. It only occurs when you are asked specifically by the RDP Statewide Director to perform duties that require additional time above and beyond your normal working hours.

- D. All Comp Time requests must be authorized in writing **prior to working the requested hours**. Written requests must include the dates and hours worked and the dates and hours when you will be taken off.
- E. **Unauthorized CTO is not permitted.** Failure to obtain written prior approval for CTO will result in disciplinary action against the employee, including failure to comply with the RCUH and RDP policy.
- F. Once approval is granted it will be noted on the Personnel Vacation and Sick calendar for tracking
- G. Accrued CTO must be used within the next three pay periods and taken at a time mutually agreed upon by the employee, and employees immediate supervisor, or the RDP Statewide Director .
- H. CTO not taken within three pay periods following the end of the pay period in which it was earned must be paid as overtime compensation.
- I. An employee on CTO shall be deemed to be on official **leave with pay** status and must be noted on the employee's timesheet.
- J. For more information on the RCUH Compensable Time Off policy go to [www.rcuh.com](http://www.rcuh.com), click on the Policies and Procedures tab, 3.000 Human Resources, **3.342 RCUH Compensable Time Off**