

POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.12 - Excused Absences With Pay/Approved Events

Employees may be released from work with pay, University operations permitting, and subject to prior approval from their supervisors, to participate in Approved Events, as designated by the Associate Vice President for Administration and Human Resources or by a Chancellor. The Associate Vice President for Administration and Human Resources shall publish and maintain lists of Approved Events that are recognized University-wide or in the University Administration offices. Each Chancellor or a designee shall be responsible for the designation or approval of Campus Approved Events and notification of the Associate Vice President for Administration and Human Resources. Any Campus Approved Event is also an Approved Event for University Administration employees stationed at that geographic location.

Regulations

11.121 University Approved Events

Activities designated as University Approved Events under Rule 11.12 are:

- A. Official meetings of the University Civil Service Advisory Committee to the State Universities Civil Service System Merit Board and any of its duly established subcommittees.
- B. Official meetings of the Employees Advisory Committee to the State Universities Retirement System Board.
- C. Official meetings of the University Employees Advisory Committee.
- D. Official meetings of the campus Staff Advisory Council.
- E. Time spent away from work while serving as designated judges or tellers in elections of members to any of the above committees.
- F. Time off to vote in Campus Staff Advisory Council and other approved committee elections.
- G. Attendance at conferences or meetings arranged at the request of a University or campus official.
- H. Meetings sponsored or approved by management.

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Regulations (Continued)

- I. Departmental meetings under the direction of deans, directors, or other departmental officials.
- J. Accident compensation meetings which an employee is required to attend.
- K. Service on committees appointed by the President, the Chancellor, or other University or campus official.
- L. Union negotiations convened by mutual agreement between employee representatives and the University Human Resources staff.
- M. Representation of another employee in a grievance matter.
- N. Authorized visits to a University office on matters relating to an individual's employment.
- O. Authorized visits to the human resources office to take Civil Service examinations. If an originally scheduled examination time is not compatible with the employee's job responsibilities, steps should be taken by the supervisor to insure that a mutually acceptable time is arranged as soon as possible.
- P. Authorized visits to a designated health care provider.
- Q. Time off, as approved by an employee's supervisor, to donate blood.
- R. One (1) day time off when required to report for a pre-induction physical for service in the Armed Forces.
- S. Time an employee is in attendance at training programs or University classes, when requested by his or her supervisor (see Policy 14).

11.122 Employee Elections

Each campus human resources office may issue procedures regarding the use of University time, facilities, and equipment by an employee to publicize his or her candidacy for election to the Staff Advisory Council, the University Civil Service Advisory Committee, and/or State Universities Retirement System Advisory Committee. Each council or committee is responsible for establishing its own election procedures and for judging the candidate's conformance to these rules and to any procedures it may establish.

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Regulations (Continued)

11.123 Holiday Season Parties

Employees may be released from work for one (1) hour, University operations permitting, and without loss of pay, for purposes of attending a departmental or unit party during the December holiday season. The one (1) hour may be combined with the lunch period if desired and feasible.

Arrangements must be made for offices to be kept open for conduct of regular University business during this one (1) hour. Deans, directors, and heads of major units will approve party scheduling to insure that units remain operational during such events.

Under no circumstance may the hour, or any part thereof, be used to permit employees to leave work early or arrive at work late. Supervisors are responsible for insuring that only reasonable staff time and effort are devoted to preparations for and cleanup after the party.