

To: All Officers of Administration
 From: Shavonne Norris, Director of Human Resources (Administration)
 Subject: **PAC Time & Labor Absence Management System (TLAM)**

Time & Labor and Absence Management (TLAM) System has replaced all paper leave tracking forms used by Officers of Administration. The electronic tracking system will allow you to:

- Submit leave requests electronically for review and approval
- Track the status of approvals
- Access available leave balances in real time

Below are instructions on how to submit request for time off for Officers of Administration.

PAC Absence Entry – Job Aid

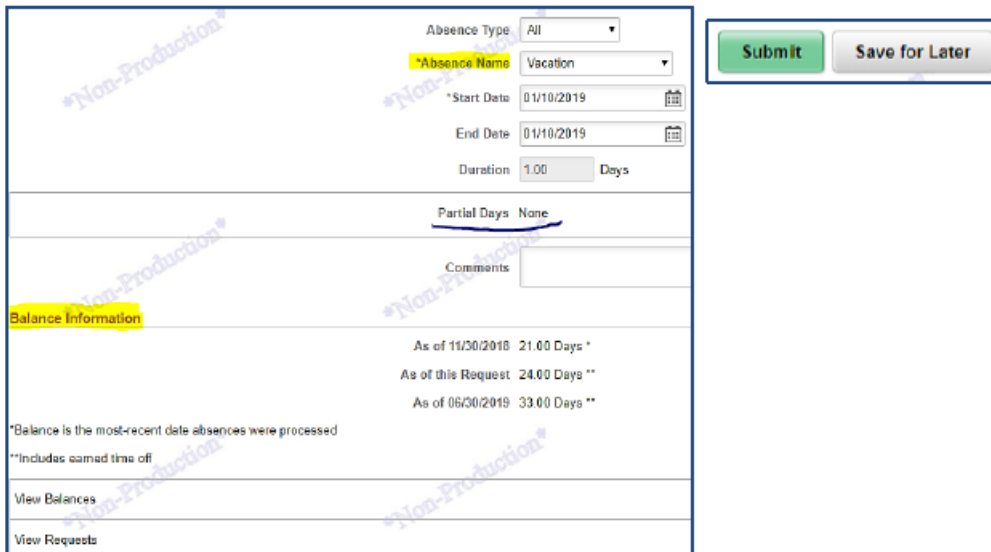
Step 1: Log in to PAC Time and Absence

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Click the **Submit Absence Requests** link in the PAC Time and Absence section on the page.

Step 2: Enter Absence Details

- Select the type of absence from the **Absence Name** drop down menu.
- Enter the **Start and End Dates** for the Absence. If absence is for one-day, enter the same date in both the Start and End Date fields. Ensure that you have enough balance time available for the absence.
- If the request includes a partial day, select **Partial Days** and then select which day or days are partial from the dropdown menu and then enter the number of partial hours or half-day indicator as applicable per the absence type and employee type.
- Note the **balance information** that displays for the type of absence requested and ensure you have enough time for the absence before submitting it to your manager.

A comment (optional) can be added to the request in the Comments text box.



The screenshot shows a web form for entering an absence. At the top right are two buttons: 'Submit' (green) and 'Save for Later' (grey). The form fields are as follows:

- Absence Type: All (dropdown)
- *Absence Name: Vacation (dropdown)
- *Start Date: 01/10/2019 (calendar icon)
- End Date: 01/10/2019 (calendar icon)
- Duration: 1.00 Days
- Partial Days: None (dropdown)
- Comments: (text box)
- Balance Information:

As of 11/30/2018	21.00 Days *
As of this Request	24.00 Days **
As of 06/30/2019	33.00 Days **
- *Balance is the most-recent date absences were processed
- **Includes earned time off
- View Balances (link)
- View Requests (link)

Step 3: Submit the Absence Request

Click **Submit** to request the absence and send to your manager for approval or click **Save for Later** to submit it at a later date. Saved absences are submitted from the **View Requests** page.

If you have any questions or concerns on how to fill out your timesheet or calculate your balances, please feel free to contact me.

Thank you.



COLUMBIA LAW SCHOOL

Full Time Officer of Administration

OFFICERS:

Full-time officers accrue vacation allowance commencing with the employee's hire date.

PLEASE NOTE: Vacation and Personal days can only be used after it has been accrued. Employees cannot borrow from future accrued days.

Length of service

Earned Vacation Rate & Maximum Allowance

Date of hire to 20 years

2 days per completed month of service up to 23 days
(2 days each month July through May; 1 day in June)

20 years or more

2-1/3 days per month of completed service up to 28 days

❖ **VACATION DAYS:**

Full-time officers accrue vacation allowance on a fiscal year basis – from July 1 through June 30th and, with supervisory approval, may use the vacation as it is earned. However, the total allowance earned must be used by June 30 of the year following accrual. It may not accumulate nor may the employee receive pay in lieu of unused vacation except upon termination and then only for earned unused vacation days. Vacation pay will be based upon the employee's current base salary. Employees transferring to a new department may carry a maximum of one year of vacation accrual.

❖ **PERSONAL DAYS:**

Officers accrue one personal day for every four months of employment. Earned personal days may not accumulate, they must be used within twelve months of the earned date.

Personal days may be used to observe religious holidays or for any other purpose.

❖ **BEREAVEMENT LEAVE:**

Officers are granted up to a maximum of three days paid leave in the event of a death in their immediate family (spouse, parent, grandparent, child, mother-in-law, father-in-law, brother, sister or member of the household of the employee).

Part Time Officer of Administration

❖ **OFFICERS:**

Part-time officers accrue vacation allowance commencing with the employee's hire date.

Length of service

Earned Vacation Rate & Maximum Allowance

Date of hire

1 day per month per completed month of service up to 10 days a year.

❖ **VACATION DAYS:**

Part-time officers accrue vacation allowance on a fiscal year basis – from July 1 through June 30th and, with supervisory approval, may use the vacation as it is earned. However, the total allowance earned must be used by June 30 of the year following accrual. It may not accumulate nor may the employee receive pay in lieu of unused vacation except upon termination and then only for earned unused vacation days. Vacation pay will be based upon the employee's current base salary.

Employees transferring to a new department may carry a maximum of one year of vacation accrual.

New York City Earned Sick Time Act

On April 1, 2014, a new law titled, "New York City Earned Sick Time Act" went into effect.

Eligibility:

- All Officers of Administration who work more than 80 hours in a year (July 1 - June 30) are covered by the new policy.

Accrual:

- Officers will now be eligible for 5 days per year of paid sick time.

Use of Sick Time:

- Eligible officers will now be able to use up to forty hours per year of their paid medical leave for preventive care (such as dental appointments) for themselves or to care for certain ill family members, as defined in the policy.
- Current eligible officers began to accrue paid sick time under this policy on April 1, 2014 and may begin to use paid sick time under this policy on July 30, 2014 (120 days after the effective date of the law).
- Eligible officers who are hired *after* April 1, 2014, sick time under this policy will accrue starting on the date of hire and can be used beginning 120 days after the date of hire.
- Upon mutual agreement between the employee and the department, sick time under this policy can be made up in the seven (7) days immediately preceding or following the absence, in lieu of using and being paid sick time.

*The New York City Earned Sick Time Act runs concurrently with the existing officer sick time policy. If you would like to read the full text of the policy, please go to: <http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act>