Title:	Paid Time Off (PTO): Absence Management OU Manager Self Service	Date Modified: 3/1/2018

Purpose: The purpose of this document is to assist managers with the process of approving and submitting a salaried employee's electronic paid time off (PTO) request.

For Questions Contact: Employee Service Center (ESC), 740.593.1636, uhr@ohio.edu.

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ORACLE ABSENCE MANAGEMENT MODULE

The *Absence Management* module enables employees paid on a salaried semi-monthly basis to submit work absence-related information electronically in **My Personal Information** (MPI).

NOTE: Employees paid on an hourly bi-weekly basis track their absences in *Workforce* and will not use the *Absence Management* module in MPI to track their absences.

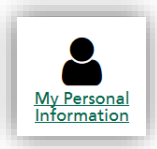
OU Manager Self-Service

OU Manager Self-Service > *Absence Management: Manager Role* is necessary for a supervisor to view an employee's paid time off (PTO) accrual balances. Additionally, you may enter, update, and confirm a PTO request on behalf of an employee on your team.

ATTN: MY PERSONAL INFORMATION IS A RESPONSIBILITY WITHIN ORACLE E-BUSINESS SUITE. AS A RESULT, YOU MAY LOG IN TO EITHER TO ACCESS ABSENCE MANAGEMENT.

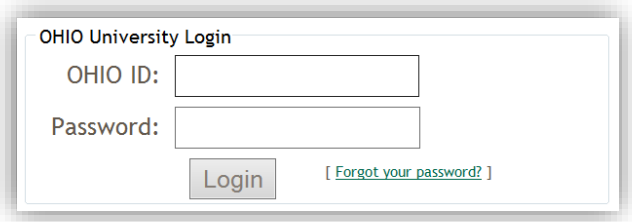
Log in to My Personal Information: OU Manager Self-Service

1. Visit: https://www.ohio.edu/ebiz/ebiz.html



2. Click **My Personal Information**.

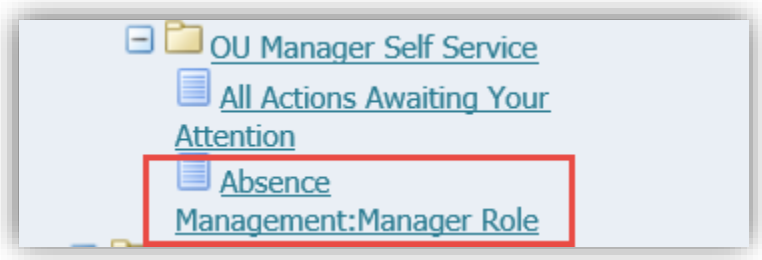
3. Enter your **OHIO ID** and **Password** and click **Login**.



4. Complete your *Multi Factor Authentication*.
5. Click the **+** to expand your *My Personal Information* folder.

6. Click the **+** to expand your *OU Manager Self Service* folder.

7. Click **Absence Management: Manager Role**.



ORACLE NOTIFICATIONS

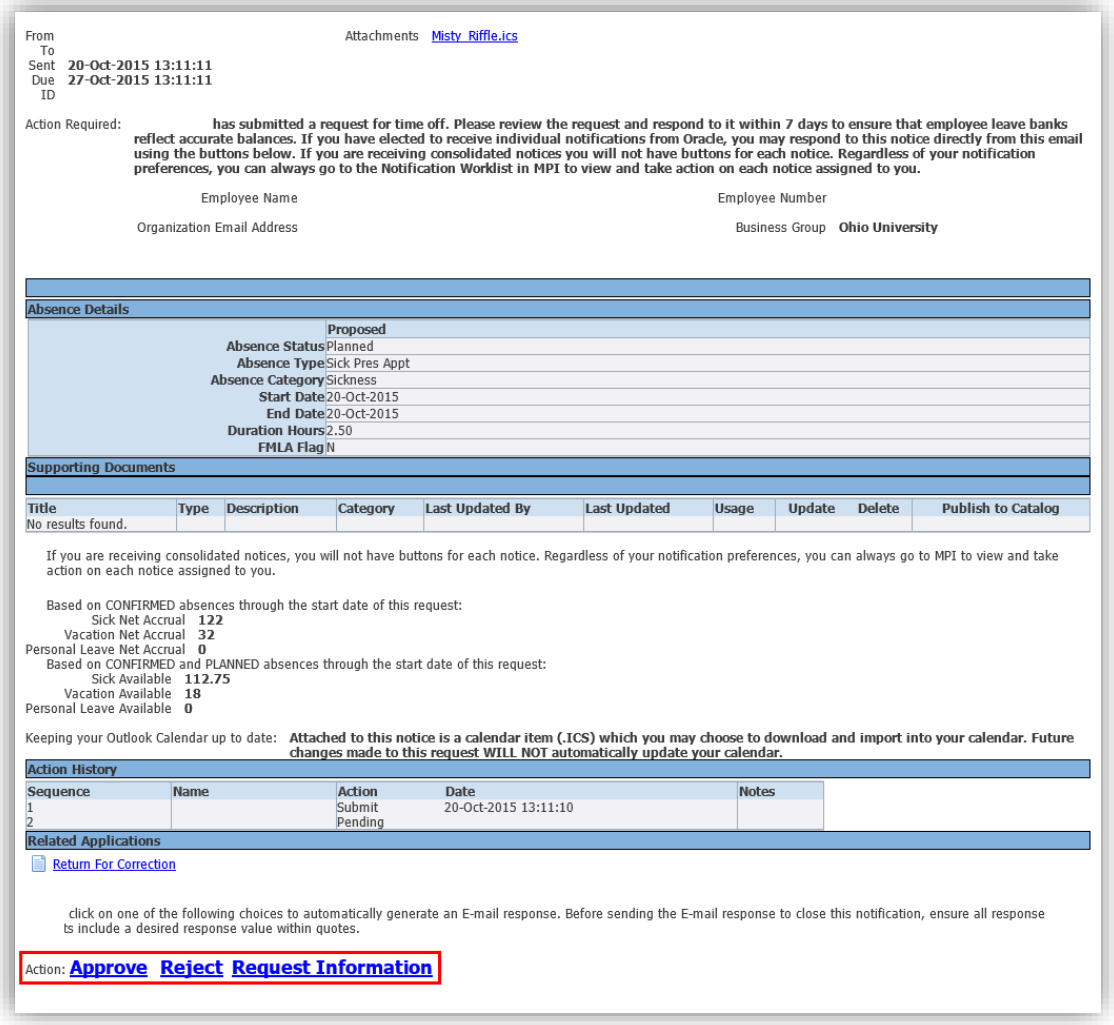
Take Action via Notification

When an employee on your team submits a paid time off (PTO) request, you will receive an auto-email notification regarding the pending request.

The notification will include *Employee Information*, *Absence Details*, information regarding *Accrual Balances*, and the request's *Action History*.

1. In the auto-email notification, click one of the following options:

- **Return For Correction** (link) – To return the request to the employee, so they can modify the details and resubmit
- **Approve** – Acceptance of the request; agreement
- **Reject** – Refusal of the request; to deny
- **Request Information** – To request additional information. This should not include any inquiry regarding medical conditions, diagnoses, or treatments.



From
To
Sent **20-Oct-2015 13:11:11**
Due **27-Oct-2015 13:11:11**
ID

Attachments Misty_Riffle.ics

Action Required: **has submitted a request for time off. Please review the request and respond to it within 7 days to ensure that employee leave banks reflect accurate balances. If you have elected to receive individual notifications from Oracle, you may respond to this notice directly from this email using the buttons below. If you are receiving consolidated notices you will not have buttons for each notice. Regardless of your notification preferences, you can always go to the Notification Worklist in MPI to view and take action on each notice assigned to you.**

Employee Name | Employee Number

Organization Email Address | Business Group **Ohio University**

Absence Details

	Proposed
Absence Status	Planned
Absence Type	Sick Pres Appt
Absence Category	Sickness
Start Date	20-Oct-2015
End Date	20-Oct-2015
Duration Hours	2.50
FMLA Flag	N

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

If you are receiving consolidated notices, you will not have buttons for each notice. Regardless of your notification preferences, you can always go to MPI to view and take action on each notice assigned to you.

Based on CONFIRMED absences through the start date of this request:
Sick Net Accrual **122**
Vacation Net Accrual **32**
Personal Leave Net Accrual **0**
Based on CONFIRMED and PLANNED absences through the start date of this request:
Sick Available **112.75**
Vacation Available **18**
Personal Leave Available **0**

Keeping your Outlook Calendar up to date: **Attached to this notice is a calendar item (.ICS) which you may choose to download and import into your calendar. Future changes made to this request WILL NOT automatically update your calendar.**

Action History

Sequence	Name	Action	Date	Notes
1		Submit	20-Oct-2015 13:11:10	
2		Pending		

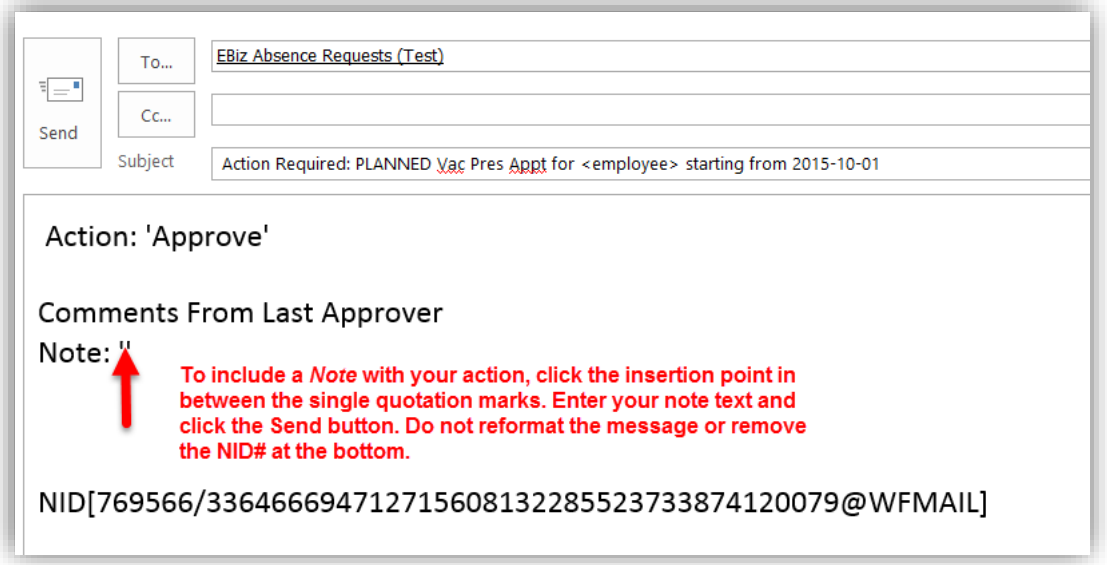
Related Applications

Return For Correction

click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response ts include a desired response value within quotes.

Action: **Approve** **Reject** **Request Information**

2. An email message will open. To include a *Note* with your response, **click the insertion point in between the single quotation marks**. Enter your *Comment* text and click **Send**. **NOTE:** Do not reformat the message or remove the NID# at the bottom.



WARNING: DO NOT REFORMAT THE MESSAGE OR REMOVE THE NID#.

Notification Preferences

Modify Preferences

When an employee on your team submits a paid time off (PTO) request, you will receive an auto-email notification regarding the pending request.

WARNING: IT IS RECOMMENDED THAT YOU MAINTAIN THE DEFAULT SETTING TO RECEIVE INDIVIDUAL NOTIFICATIONS.

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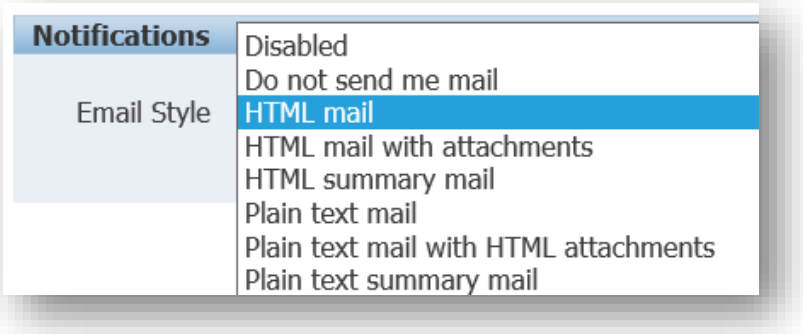
1. Log in to **Oracle e-Business Suite: My Personal Information**.
2. Click the **+** to expand your *My Personal Information* folder.
3. Click the **Preferences** link (top right).

4. The default setting is **HTML Mail. WARNING:** If you choose to receive email notifications in an alternate format, you will not be able to take action for individual requests via email notification. To receive email notifications in an alternate, under *Notifications*, select the desired option. **NOTE:** This is a global setting for all Oracle worklist notices, not just *Absence Management*.

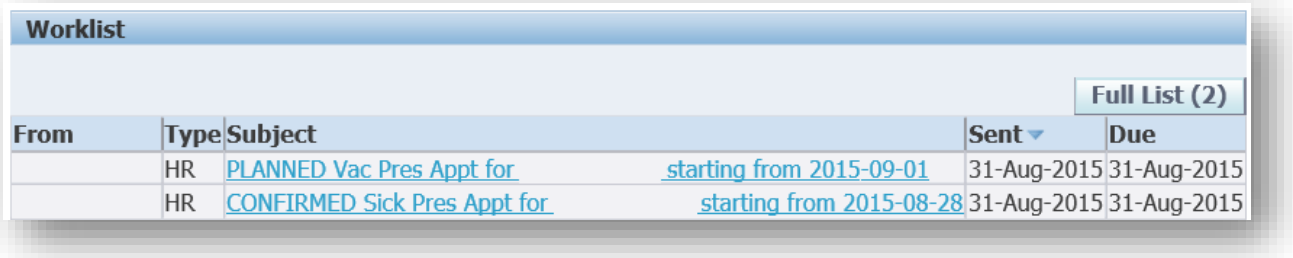


5. Click **Apply**.
6. Click **Home**.

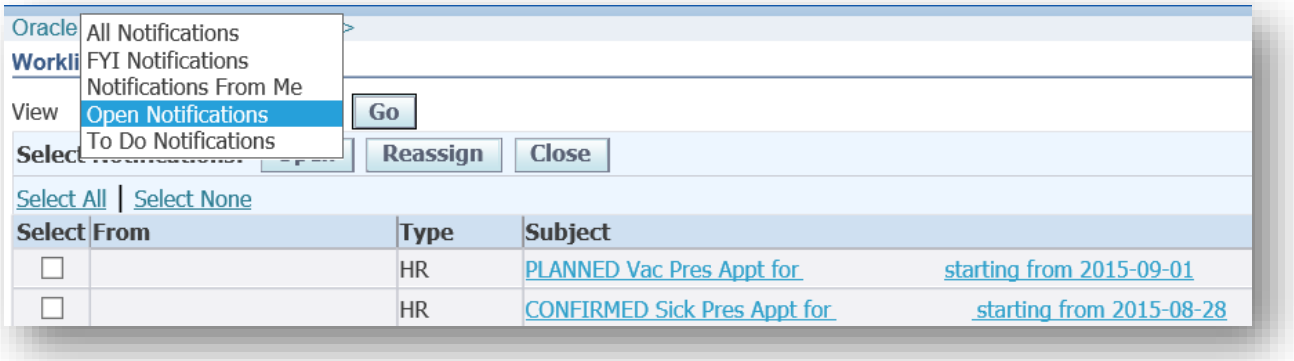
VIEW NOTIFICATIONS VIA WORKLIST

You may also review *Notifications* in *Oracle e-Business Suite: My Personal Information*.

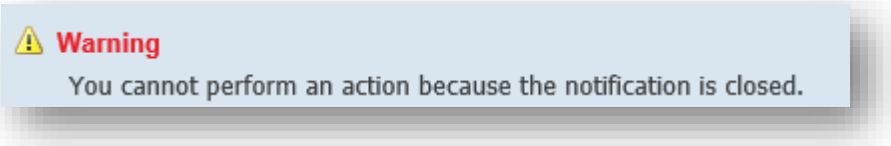
1. Log in to **Oracle e-Business Suite: My Personal Information**.
2. Under *Worklist*, review the *Notifications* displayed or click **Full List**.



3. In the *View* field, click the **down arrow** and select the desired option.



4. Under *Worklist*, click the **Subject** link for the desired *Notification* or click the *checkbox* next to the desired *Notification* and click the **Open** button.
5. If action has already been taken for this request, an error message will display.



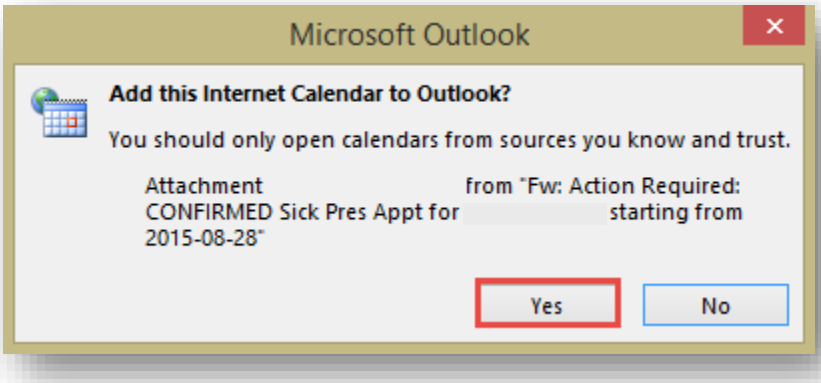
ADD A CALENDAR ITEM FROM A WORKFLOW NOTIFICATION TO YOUR OUTLOOK CALENDAR

Add a Calendar Item from a Workflow Notification

When an employee on your team submits a paid time off (PTO) request, you will receive an auto-email notification regarding the pending request. The email notification will include an Outlook calendar item *attachment*. You may choose to add this item to your calendar to serve as a reminder.

- The system will attach an **.ics** calendar item to the notification each time a request (new or updated) is submitted.
- The system cannot remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.
- The subject line of the calendar event will be **"FirstName_LastName.ics"**

1. To add the event to your calendar, in the auto-email notification, **double-click** the attachment. The following window will display.



2. Click **Yes**.
3. The event will display in Outlook. In Outlook's toolbar, click the **Save & Close** button.

The event will display on the appropriate date - in the **All Day Event** area - at the top of your Outlook calendar.

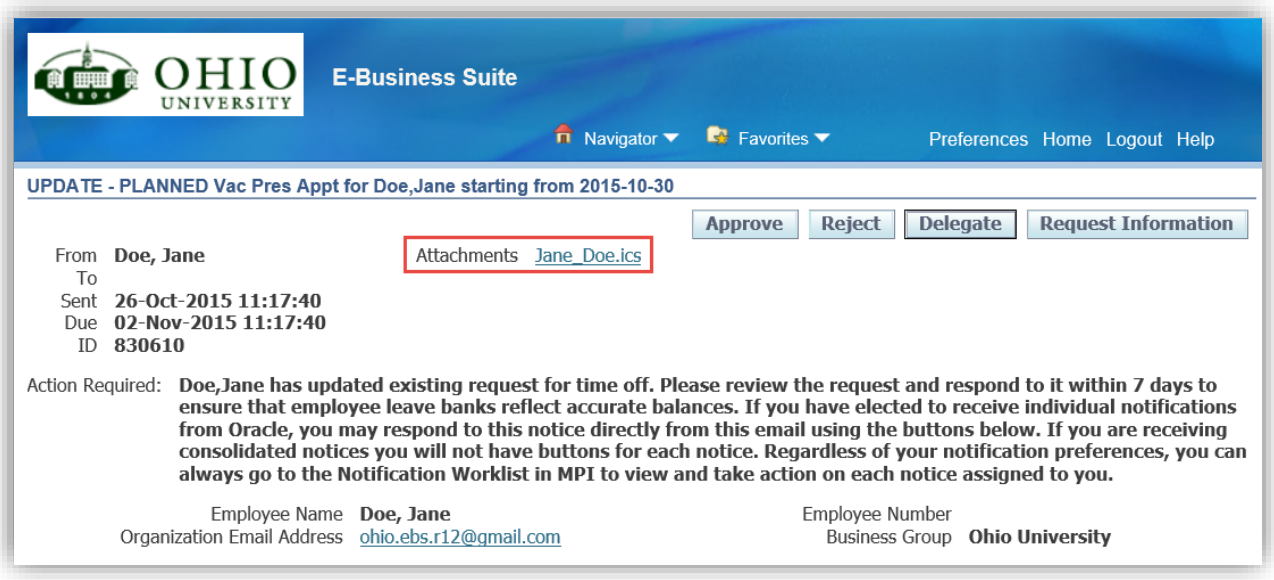
	**REMINDER:** The system CANNOT remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.

Add a Calendar Item from a Request in Your Worklist

When an employee on your team submits a paid time off (PTO) request, you may take action on the request in your *Worklist*. Each request will include an Outlook calendar item *attachment*. You may choose to add this item to your calendar to serve as a reminder.

- The system will include an **.ics** calendar item each time a request (new or updated) is submitted.
- The system cannot remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.
- The subject line of the calendar event attachment will be **"FirstName_LastName.ics"**

1. Under *Worklist*, click the **Subject** link for the desired *Notification* or click the *checkbox* next to the desired *Notification* and click the **Open** button.



2. In the request, next to *Attachments*, click the **FirstName_LastName.ics** link. A window will display asking if you want to open or save the .ics file.

3. Click **Open**. The event will display in Outlook. In Outlook's toolbar, click the **Save & Close** button.

The event will display on the appropriate date - in the **All Day Event** area - at the top of your Outlook calendar.

	**REMINDER:** The system CANNOT remove old items from your Outlook calendar. If you receive subsequent calendar items for the same event, you should remove the old event, and then add the new one.

RESPOND TO A REQUEST FOR PAID TIME OFF

Respond in a Timely Manner

Supervisors should respond to a paid time off (PTO) request within 7 calendar days, so that employees' leave balances reflect their actual PTO usage.

When an employee on your team enters a request for absence, the system will send the *First Level Supervisor* an auto-email notification. The *First Level Supervisor* has 7 calendar days to respond. If the *First Level Supervisor* does not respond, a second notice is emailed to the *First Level Supervisor*. Again, the *First Level Supervisor* has 7 calendar days to respond. On the 14th calendar day, if the *First Level Supervisor* has not responded, the notice to the *First Level Supervisor* is cancelled. When the notice is cancelled, the *First Level Supervisor* may no longer respond to the request; it escalates to the *Second Level Supervisor*.

ATTN: WEEKENDS ARE INCLUDED IN CALENDAR DAYS.

WARNING: NOTIFICATIONS WILL CONTINUE TO ESCALATE UP THE CHAIN OF COMMAND UNTIL THE NOTICE IS ADDRESSED.

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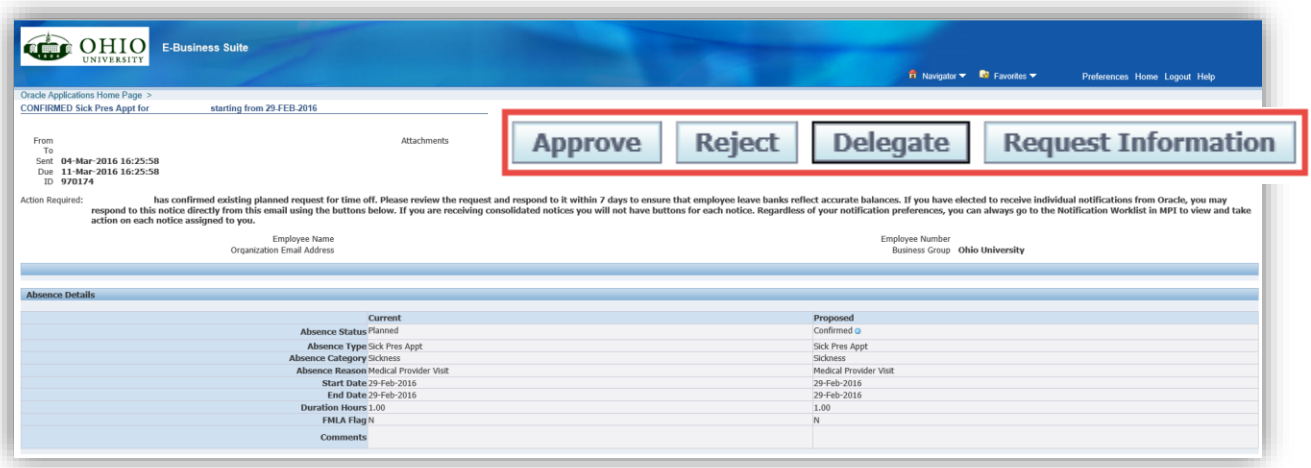
1. Log in to **My Personal Information** (MPI).
2. Under *Worklist*, click the **Subject** link for the desired *Notification*.
3. Review the request.

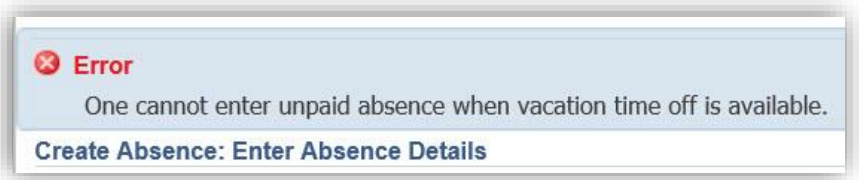
4. Click one of the following options:
   - **Approve** – Acceptance of the request; agreement
   - **Reject** – Refusal of the request; to deny
   - **Delegate –** To reassign the individual PTO request notification to another OHIO employee to take action
   - **Request Information** – To request additional information. This should not include any inquiry regarding medical conditions, diagnoses, or treatments.



RESPOND TO A REQUEST FOR UNPAID ABSENCE

A supervisor may approve up to 5 days (40 hours) per year (52 rolling weeks) of unpaid absence for an employee. The employee must exhaust existing eligible leave accruals before requesting unpaid.

ATTN: AN EMPLOYEE MUST EXHAUST EXISTING ELIGIBLE LEAVE ACCRUALS BEFORE REQUESTING UNPAID ABSENCE.



Example: A new employee was recently hired. The employee had planned a vacation several months prior to his hire at OHIO. He communicated this when he was offered employment. His employment at OHIO has already begun and he does not have enough PTO leave accrued due to his recent job transition. As a result, since he discussed this previously with his supervisor and obtained prior approval, he will enter a request for 5 days (40 hours) of unpaid absence.

Payroll runs approximately 5 working days prior to the pay date. As a result, a request for unpaid absence requires timeliness for payroll processing. A request for unpaid absence is at the discretion of the supervisor.

- To take unpaid time for a "sick" reason, the employee must have a zero balance for vacation, sick, and personal day accruals.
- To take unpaid time for "vacation" reasons, an employee is not permitted to use sick time for vacation, so they only need to have a zero balance for vacation and personal day accruals.

Any request falling outside of these boundaries should be discussed with UHR on a case-by-case basis and handled manually, as is done today (paper-based).

When an employee on your team enters a request for unpaid absence, the system will send the *First Level Supervisor* an auto-email notification. Due to the time sensitive nature of this request, the initial notification is also sent to the Payroll Department. The *First Level Supervisor* has 3 calendar days to respond. If the *First Level Supervisor* does not respond, a second notice is emailed to the *First Level Supervisor*. Again, the *First Level Supervisor* has 3 calendar days to respond. On the 6th calendar day, if the *First Level Supervisor* has not responded, the notice to the *First Level Supervisor* is cancelled. When the notice is cancelled, the *First Level Supervisor* may no longer respond to the request; it escalates to the *Second Level Supervisor*.

WARNING: PAYROLL ALSO RECEIVES THE INITIAL NOTIFICATION OF AN UNPAID REQUEST. IF THE FIRST LEVEL SUPERVISOR DOES NOT RESPOND TO A REQUEST FOR UNPAID ABSENCE, ON THE 6TH DAY THE REQUEST ESCALATES TO THE SECOND LEVEL SUPERVISOR.

VIEW AN EMPLOYEE'S ACCRUAL BALANCES

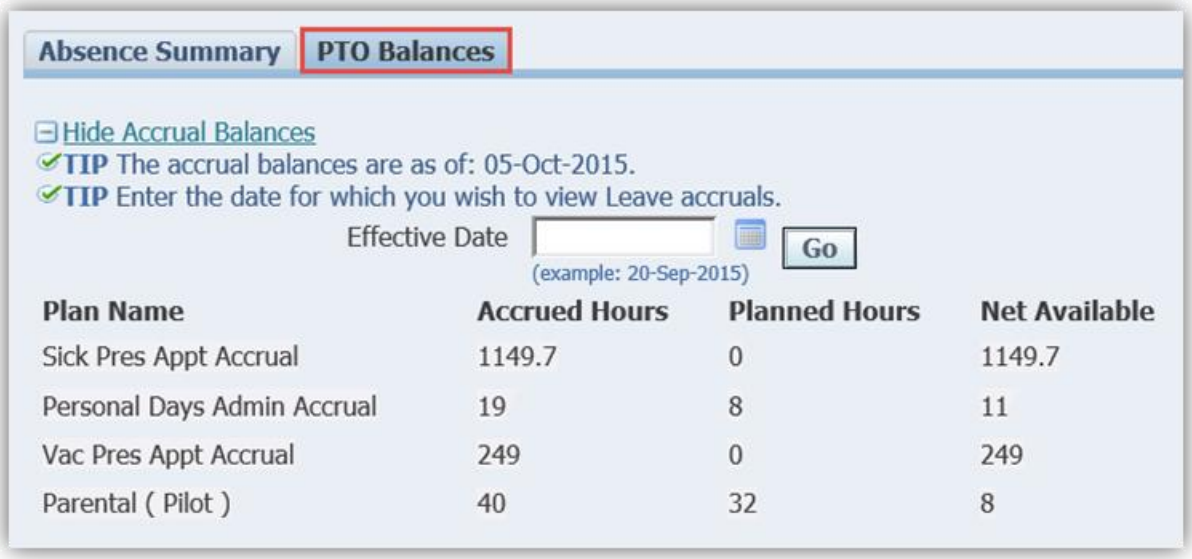
View Accrued Hours, Planned Hours, and Net Available

1. To view PTO accrual balances for an employee, click the **+** to expand your *OU Manager Self-Service* folder and click **Absence Management: Manager Role**. A list of the employees will display.
2. Under the *Action* column, click the **Action** icon  for the desired employee. This will display the *Absence Summary* for the selected employee.
3. To view this employee's PTO balances, click the **PTO Balances** tab, and click the **+** to expand *Show Accrual Balances*.
4. By default, accruals of PTO are displayed as of today's date. To view projections of the employee's PTO balances, in the *Effective Date* field, click the **Calendar** icon to select a future date and click **Go**.

Balances will be shown including accruals the employee will earn as of the last pay date prior to the *Effective Date* you entered. Any *Planned Hours* between now and the effective date will be subtracted and the remaining balance will display under *Net Available*.

WARNING: THE PTO BALANCES DISPLAYED DO NOT INCLUDE ABSENCE REQUESTS THAT HAVE NOT BEEN APPROVED.

A nightly process is run to recalculate PTO balances in the new fiscal year; therefore, the PTO balances displayed beyond July 1 will not be accurate, if you just approved the absence request today.



ATTN: THERE ARE THREE COLUMNS: ACCRUED HOURS, PLANNED HOURS, AND NET AVAILABLE.

Definitions: Accrued Hours, Planned Hours, and Net Available

Column	Definition
Accrued Hours	The total number of hours in each accrual bank (sick, personal, and vacation) as of today's date; confirmed absences have already been subtracted. Accrued Hours = *Hours Accrued* + (plus) *Hours Carried Over* (from previous year) - (minus) *Confirmed Absences*
Planned Hours	Manager approved planned time off
Net Available	Net Available = *Accrued Hours* - (minus) *Planned Hours*

ENTER AN ABSENCE FOR AN EMPLOYEE

You may enter a paid time off (PTO) request on behalf of an employee on your team, so it is processed within the appropriate pay cycle.

ATTN: IF A MANAGER ENTERS AN ABSENCE ON BEHALF OF AN EMPLOYEE, THE MANAGER DOES NOT HAVE TO APPROVE THE REQUEST HE/SHE ENTERED. THE REQUEST GOES DIRECTLY INTO WORKFLOW AND WILL BE ROUTED TO OTHERS FOR APPROVAL, IF NECESSARY.

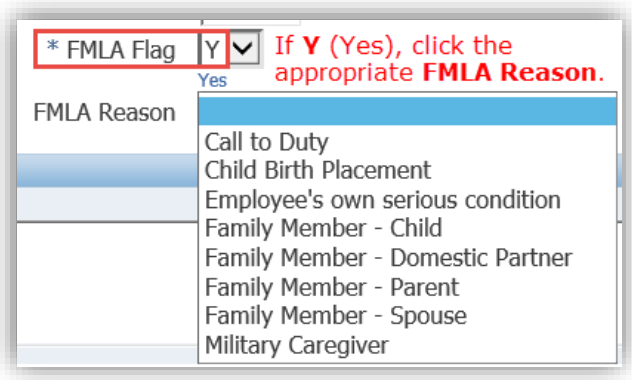
1. To enter an absence on behalf of an employee, click the **+** to expand your *OU Manager Self Service* folder and click **Absence Management: Manager Role**. A list of employees will display.
2. Under the *Action* column, click the **Action** icon  for the desired employee. The *Absence Summary* for the selected employee will display.
3. In the employee's *Absence Summary*, click the **Create Absence** button.
4. In the *Absence Status* field, click the **down arrow** and select **Planned** or **Confirmed**.
5. In the *Absence Type* field, click the **down arrow** and select the desired option (Parental Pilot, Personal, Sick, Unpaid, or Vacation).
6. In the optional *Absence Reason* field, click the **down arrow** and select the desired option.
7. In the *Duration* field, click the **Calendar** icon to select the *Start Date* of the employee's absence.
8. In the *Duration* field, click the **Calendar** icon to select the *End Date* of the employee's absence.
9. In the *Duration Hours* field, enter the number of PTO hours the employee will use.

NOTE: Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.

ATTN: IN ORDER TO FIND OUT IF THE EMPLOYEE'S LEAVE IS FMLA ELIGIBLE, PLEASE CONTACT THE EMPLOYEE SERVICE CENTER.

10. In the *FMLA Flag* field, click the **down arrow** and select **Y** (Yes) or **N** (No). If Yes, click the *FMLA Reason* **down arrow** and select the appropriate reason.

ATTN: AN FMLA REASON IS REQUIRED WHEN SUBMITTING AN FMLA REQUEST.

If *FMLA Flag* is N (No)	If *FMLA Flag* is Y (Yes)
	

11. In the *Comments* field, you may enter optional text.

ATTN: DO NOT ADD COMMENTS PERTAINING TO MEDICAL CONDITIONS, DIAGNOSES, OR TREATMENTS. USE ONLY THE "FMLA REASONS" AVAILABLE TO CONFORM TO OHIO POLICY REGARDING THE USE OF FMLA.

12. Click **Next**.
13. Review the request, verify the *Absence Details* for accuracy, and click **Submit**.

DELEGATION

Delegation is to entrust a task or responsibility to another person. As a supervisor, you may want to reassign absence requests to another person or *Delegate*. **NOTE:** The system will not allow an employee to approve his/her own paid time off request. In *Absence Management*, there are multiple ways to establish delegation:

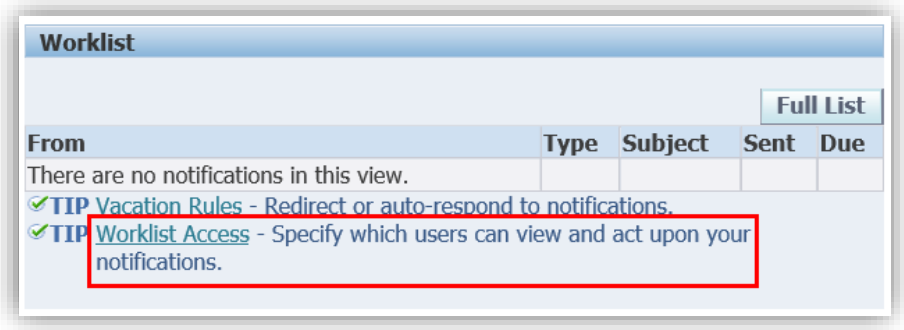
- Worklist Access
- Vacation Rules
- Delegate

Worklist Access

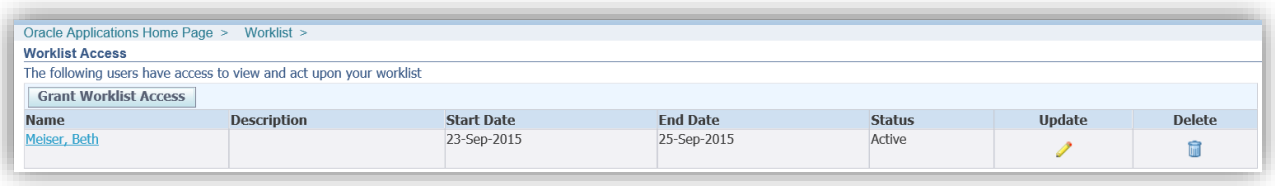
As a supervisor, you may reassign absence requests to another OHIO employee. You will continue to receive an email notification when an employee on your team enters a PTO request, however the notification will not display in your *Worklist*. Your delegate will log in to his/her *Worklist* to take action on your behalf.

ATTN: IF YOU ASSIGN A DELEGATE IN WORKLIST ACCESS, YOU WILL STILL RECEIVE AN EMAIL NOTIFICATION WHEN AN EMPLOYEE ON YOUR TEAM ENTERS A PTO REQUEST. HOWEVER, IT WILL NOT DISPLAY IN YOUR WORKLIST. YOU CAN STILL TAKE ACTION FROM THE AUTO-EMAIL NOTIFICATION.

1. Under *Worklist*, click the **Worklist Access** link.



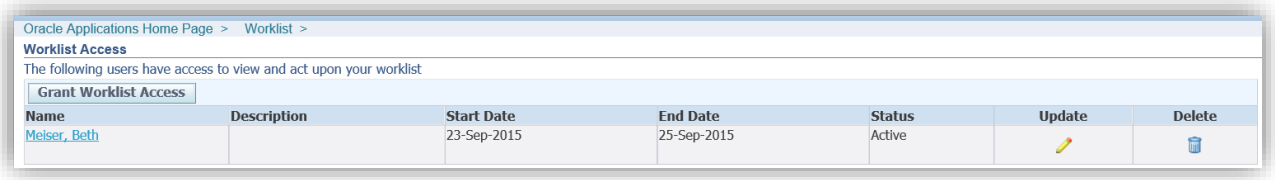
2. Click the **Grant Worklist Access** button.
3. To the right of the *Name* field, enter the person's **Last Name** that you want to search for and click the **Magnifying Glass**. A list of names will display.
4. Click the **radio button** next to the appropriate person's name and click **Select**.
5. Enter an optional *Description*.
6. Enter the desired date range, click the **Calendar** icon to select the *Start Date*.
7. Enter the desired date range, click the **Calendar** icon to select the *End Date*.
8. Under *Grant Access To*, click the **radio button** next to *All Item Types*.
9. Click **Apply**. A confirmation will display indicating, "The following users have access to view and act upon your worklist."



10. Click the **Return to Worklist** link.

View Delegates

1. Under *Worklist*, click **Worklist Access**. A confirmation will display indicating, "The following users have access to view and act upon your worklist."



2. Click the **Return to Worklist** link.

Update or Remove Delegates

1. Under *Worklist*, click **Worklist Access**. A confirmation will display indicating, "The following users have access to view and act upon your worklist."
2. Under the *Worklist Access*, click one of the following:
   - **Update** to modify the access details
   - **Delete** to delete the access details

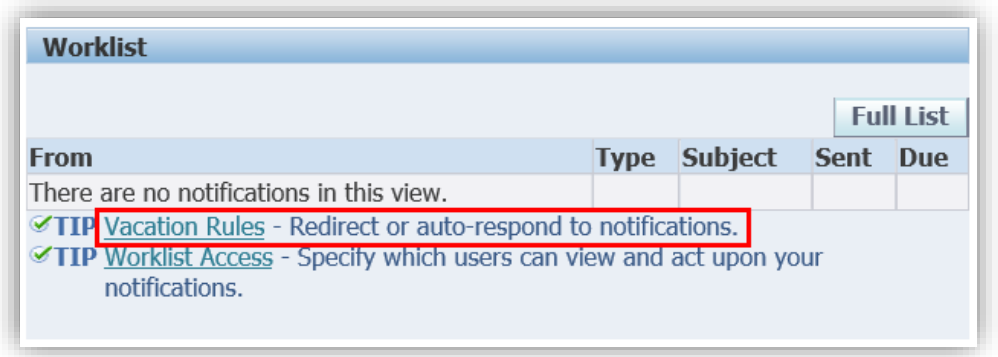
3. Click **Apply**.
4. Click the **Return to Worklist** link.

Vacation Rules

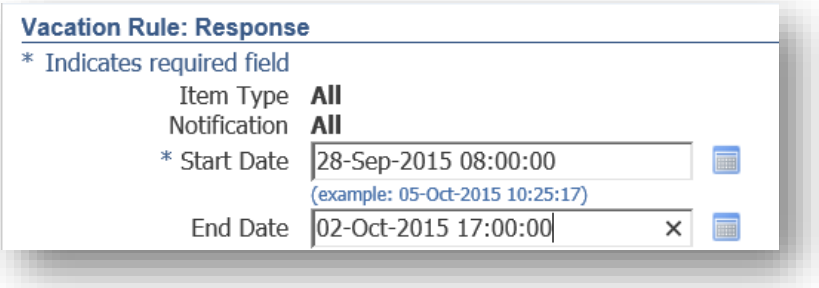
As a supervisor, if you know that you will be out of the office for a specific period of time, you may reassign absence requests to another OHIO employee using *Vacation Rules*. Your delegate will respond to notifications on your behalf during your specified absence. You will not receive an email notification when an employee on your team enters a PTO request.

ATTN: IF YOU REASSIGN NOTIFICATIONS USING VACATION RULES, YOU WILL NOT RECEIVE AN EMAIL NOTIFICATION WHEN AN EMPLOYEE ON YOUR TEAM ENTERS A PTO REQUEST.

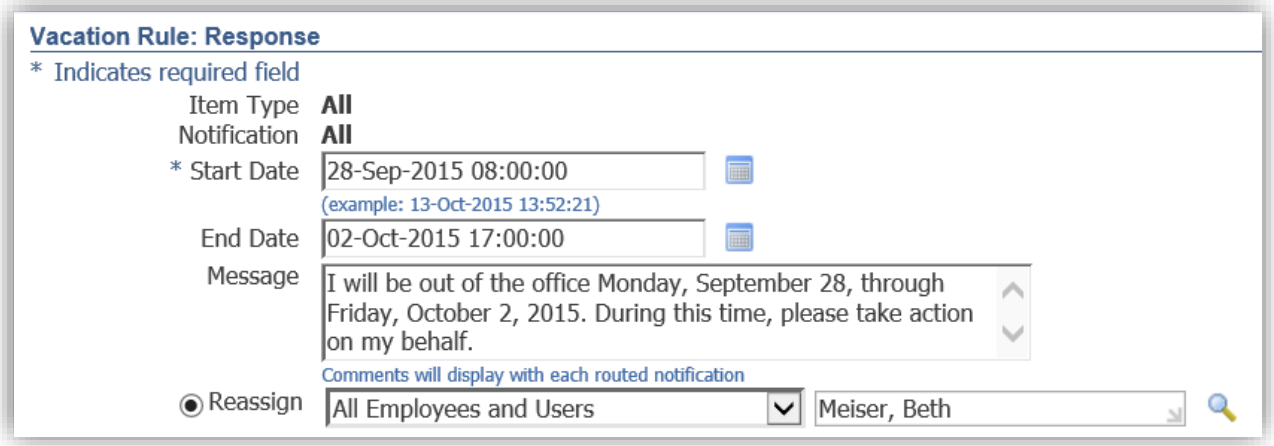
1. Under *Worklist*, click the **Vacation Rules** link.



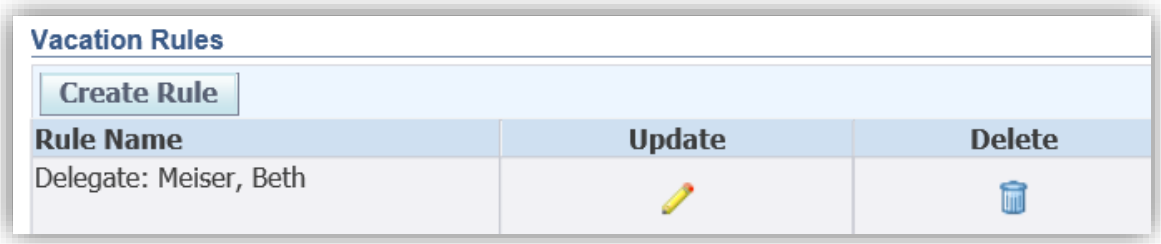
2. Click the **Create Rule** button.
3. Under *Item Type*, verify that **All** is selected and click **Next**.
4. Enter the desired date range, click the **Calendar** icon to select the *Start Date*. Verify the *Time* displayed. (8am should be entered as 08:00:00)
5. Enter the desired date range, click the **Calendar** icon to select the *End Date*. Verify the *Time* displayed. (5pm should be entered as 17:00:00)



6. In the *Message* field, you may enter optional text that will display with each reassigned notification.
7. To the right of the *Reassign* field, enter the person's **Last Name** that you want to search for and click the **Magnifying Glass**. A list of names will display.
8. Click the **radio button** next to the appropriate person's name and click **Select**.



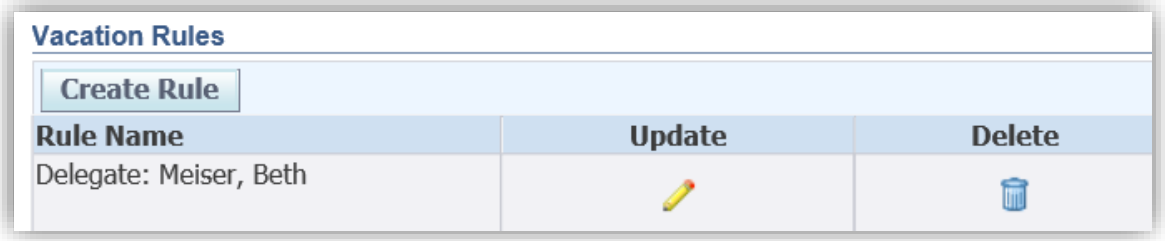
9. Click **Apply**. The following will display.



10. Click the **Return to Worklist** link.

View Vacation Rules

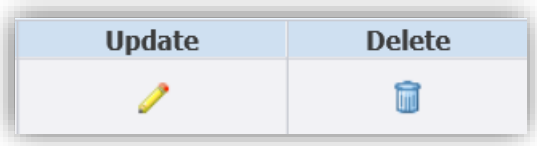
1. Under *Worklist*, click **Vacation Rules**. Your *Vacation Rule* will display.



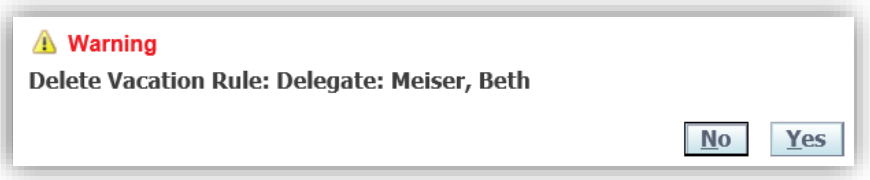
2. Click the **Return to Worklist** link.

Update or Remove Vacation Rules

1. Under *Worklist*, click **Vacation Rules**. Your *Vacation Rule* will display.
2. Under the *Vacation Rules*, click one of the following:
   - **Update** to modify the vacation rule
   - **Delete** to delete the vacation rule



3. To modify the *Vacation Rule*, make the desired changes and click **Apply**. If you delete the *Vacation Rule*, the following confirmation will display.



4. Click **Yes** to delete the *Vacation Rule*.

Delegate

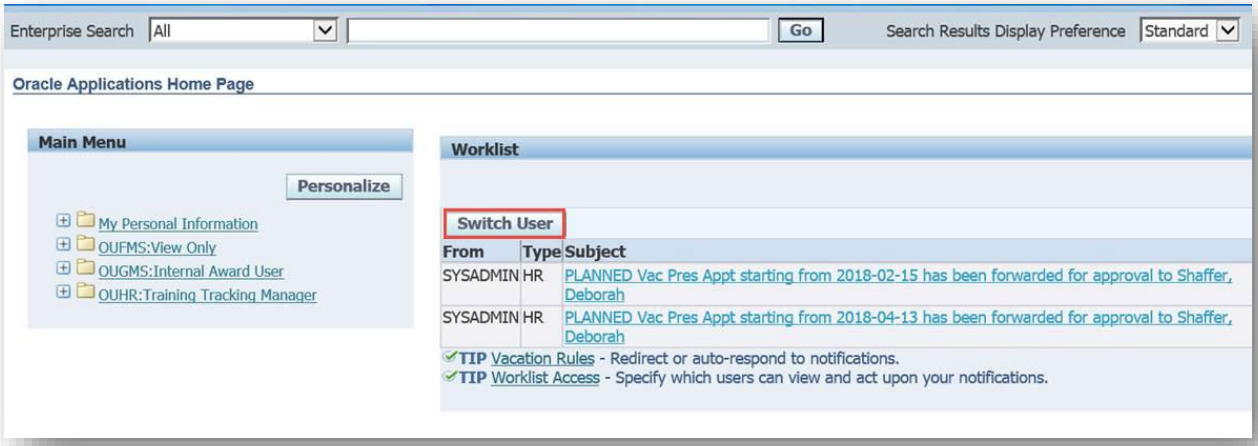
As a supervisor, you may want to reassign one individual PTO request notification to another OHIO employee to take action.

1. In the notification, click **Delegate** and identify the person who should take action on the individual request.
2. In the *Comments* field, enter an optional comment that will display in the individual notification.
3. To the right of the *Assignee* field, enter the person's **Last Name** that you want to search for and click the **Magnifying Glass**. A list of names will display.
4. Click the **radio button** next to the appropriate person's name and click **Select**.
5. Click **Submit**.

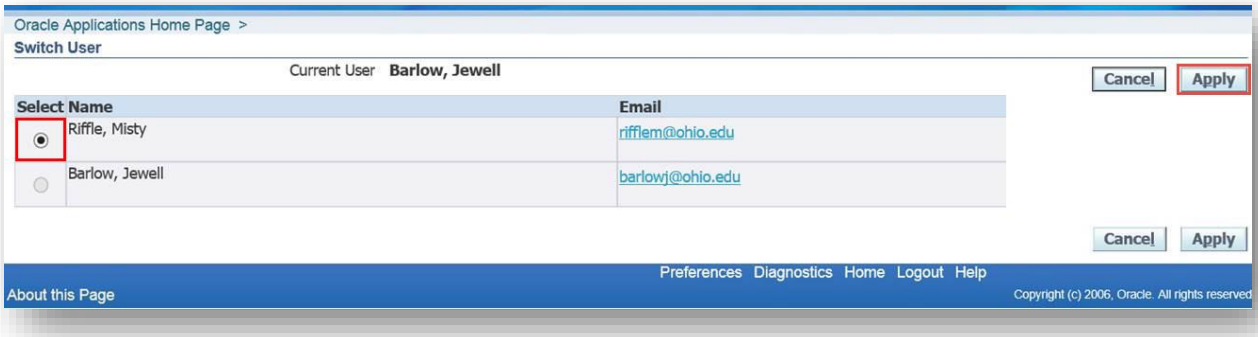
SWITCH USER

If you are a delegate, you may take action on someone's behalf and respond to PTO requests.

1. Under *Worklist*, click **Switch User**.



2. Click the **radio button** next to the name of the person's worklist that you would like to switch to. **NOTE:** Only people who have granted you *Worklist Access* will display.



3. Click **Apply**. You will now see the other user's worklist. When you are ready to switch back to your own worklist, repeat steps 2-3 to select the radio button next to your own name.

ABSENCE REQUEST DEFINITIONS

Field Name	Select One of the Following or Enter…
Absence Status	**Planned** – an absence that will occur in the future; enter the absence details prior to the absence. **Confirmed** – an absence that has already occurred; you cannot enter a future date for a confirmed absence.
Absence Type	**Parental (Pilot)** = A pilot program for bonding with a new child in the family as defined by Parental Leave **Personal Days Administrative** = Personal **Sick Presidential Appointment =** Sick **Unpaid Absence** = A supervisor may approve up to 5 days (40 hours) per year (52 rolling weeks) of unpaid absence for an employee. This is typically for new hires who already had vacation plans established prior to hire date. The employee must exhaust existing eligible leave accruals before requesting unpaid. **Vacation Presidential Appointment** = Vacation
Absence Reason	**Bereavement** **Child Birth/Placement** **Employee Illness/Injury** **Family Illness/Injury** **Medical Provider Visit** **Military Obligation** **Parental (Pilot)**
Duration: Start Date	This is a required field. Enter the start date of the requested leave. **ATTN: THE SYSTEM LOOKS AT THE START DATE TO SEE IF YOU HAVE ENOUGH TIME ACCRUED BY THE START DATE SPECIFIED.**
Duration: End Date	This is a required field. Enter the end date of the requested leave.
Duration Hours	Enter the duration in *hours*. Only whole numbers may be entered for personal days. All other absence types may be rounded to two decimal places.

FMLA Flag	FMLA can/should be used for personal or family illness of over 3 days. Check with UHR to determine if appropriate. **ATTN: IF YOU ARE REQUESTING FMLA, YOU MUST COMPLETE THE FORMAL PROCESS THROUGH UHR'S EMPLOYEE SERVICE CENTER.** **N = No** **Y = Yes** If you enter Yes, your request must be approved by your supervisor as well as UHR's Leaves Manager.
FMLA Reason	The FMLA reason codes are explained in *FMLA #02 "Your Rights Under the Family and Medical Leave Act of 1993"* which is provided to you when you request FML. **ATTN: AN FMLA REASON IS REQUIRED IF YOU ARE ENTERING AN FMLA REQUEST.** **Call to Duty** **Child Birth/Placement** **Employee's Own Serious Condition** **Family member – Child** **Family member – Domestic Partner** **Family member – Parent** **Family member – Spouse** **Military Caregiver**
Comments	Do not add comments pertaining to medical conditions, diagnoses, or treatments. **NOTE:** HIPAA is the federal *Health Insurance Portability and Accountability Act* of 1996. The goal of this law is to protect the confidentiality and security of healthcare information.
Click **Next**.	
Click **Submit**.	

LINKS TO POLICIES

OHIO Policies

To review OHIO Policies, visit: http://www.ohio.edu/policy/numeric.html

- 40.025 - Jury Duty and Court Leave
- 40.027 - Personal Leave for Administrative Employees
- 40.029 - Sick and Bereavement Leave for Faculty and Administrative Appointees
- 40.054 - Family and Medical Leave
- 41.001 - Vacation and Winter Closure Time for Administrative Employees
- 41.128 - Leaves of Absence for Presidential Appointees

Pilot Parental Leave Program

Launched in 2013, the *Pilot Parental Leave Program* provides benefits-eligible employees a total of twelve weeks of parental leave for a single event birth or adoption. To be eligible, an employee must have one year (12 months) of continuous service prior to the birth or adoption of the child. OHIO will pay for six weeks of parental leave at the employee's current salary rate. The other six weeks will be unpaid but can be covered by accrued vacation time and/or sick leave, if available. Parental Leave must be taken within twelve weeks of the birth/placement of a child. **NOTE:** There is an exception to this rule if both parents are employed at OHIO.

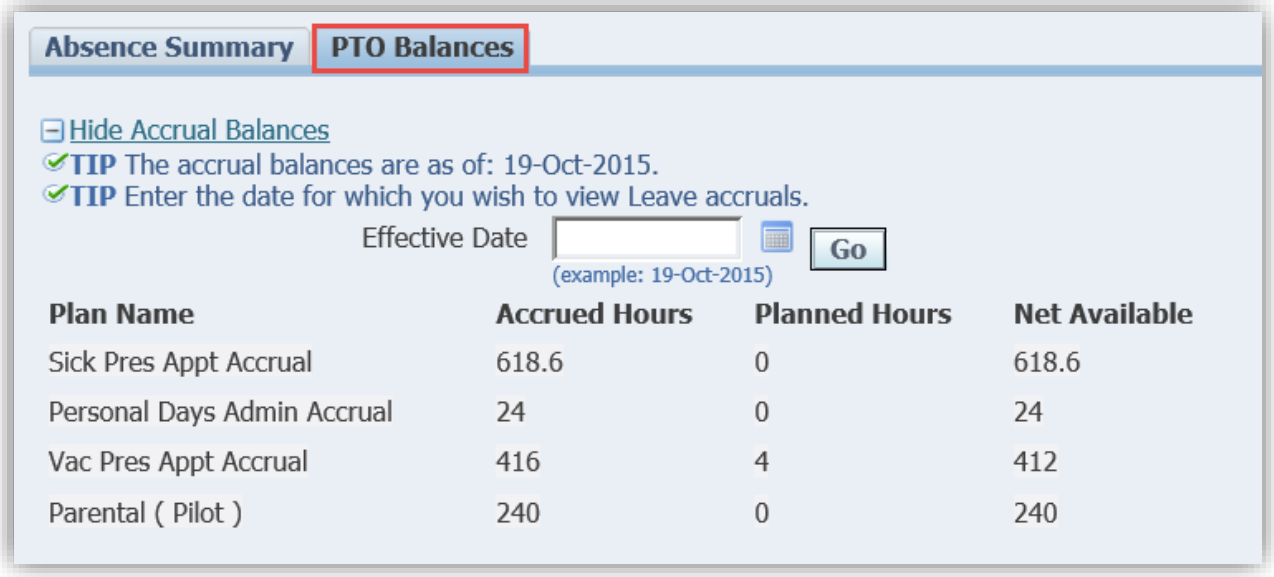
Parental Leave is setup by UHR's Leaves Manager when an employee has requested it and provided the documentation required by OHIO.

In order to submit an electronic request for parental leave, UHR's Leaves Manager must manually enter the appropriate number of accrual hours to the employee's parental leave accrual balance.

To learn more about the Pilot Parental Leave Program, visit:

https://www.ohio.edu/hr/benefits/parentalleave/

http://www.ohio.edu/hr/benefits/loa.cfm



Plan Name	Accrued Hours	Planned Hours	Net Available
Sick Pres Appt Accrual	618.6	0	618.6
Personal Days Admin Accrual	24	0	24
Vac Pres Appt Accrual	416	4	412
Parental (Pilot)	240	0	240

ATTN: UPON COMPLETION OF THE NECESSARY PAPERWORK, UHR'S LEAVES MANAGER WILL MANUALLY ENTER AN EMPLOYEE'S PARENTAL LEAVE ACCRUED HOURS INTO ABSENCE MANAGEMENT.

OTHER HELPFUL DEFINITIONS

Term	Definition
Approve	Acceptance of the request; agreement
Delegation/Delegate	To entrust a task or responsibility to another person; the *delegate* is the entrusted person.
Employee Absence	An occasion or period of being away from work
Employee Leave	A leave of absence (LOA) is a period of time that one must be away from one's primary job, while maintaining the status of Employee.
Employee Service Center (ESC)	A division of University Human Resources (UHR) which augments HR functions, such as payroll and benefits administration.
Full Time Equivalent (FTE)	The ratio of the total number of paid hours during a period (part time, full time, contracted) by the number of working hours in that period Mondays through Fridays. The ratio units are FTE units or equivalent employees working full-time. For example, one FTE is equivalent to one employee working full-time.
Leaves Manager	UHR's Records and Leaves Manager
Net Available **(PTO Balances)**	Net Available = *Accrued Hours* - (minus) *Planned Hours*
Notification	The action of notifying or informing someone of something in a formal or official manner; auto-email.
Notification Preferences	A greater liking for one alternative over another for auto-email notifications.

Paid Time Off (PTO) Accruals	Accrual plans permit eligible employees to earn paid time off (PTO) as they work. The total amount accrued varies by employment type and Full Time Equivalent (FTE). http://www.ohio.edu/policy/41-001.html
Paid Time Off (PTO)	Policy that provides a bank of hours in which the employer pools sick days, vacation days, and personal days that allows employees to use as the desire or need arises.
Pay Cycle	A semi-monthly pay cycle pays twice per month.
Pay Date	The date on which a payment is made or scheduled to be made; the 15th and the last day of each month.
Payroll Department	The department that determines the amount of wage or salary due to each employee.
Payroll Run Date	Payroll runs approximately 5 working days prior to the pay date.
Reassign	To appoint someone to a task.
Reject	Refusal of the request; to deny
Request Comments (HIPAA)	To request additional written remarks. Comments should not include medical conditions, diagnoses or treatments.
Supervisor of Record	The person identified as supervisor role as recorded in UHR.
First Level Supervisor	An employee's immediate supervisor
Second Level Supervisor	The person who manages supervisors or other managers
Workflow	The sequence of administrative processes through which a piece of work passes from initiation to completion. Absence Management's *workflow* is an automated routing and tracking of electronic paid time off (PTO) requests.