1. This form is for the use of exempt employees.

2. It is completed by the employee and reviewed by the supervisor on a monthly basis. It is sent to UNH Human Resources annually and upon termination or retirement. The exempt leave record is retained in the employee’s department.

3. Make sure to enter your “HIRE DATE” into cell X2. (This dictates your monthly calculation rates).

4. Enter your % time in cell R3. (If you work LESS THAN 100% time, you must ALSO make an entry in cell T3 (”Flex time schedule”). If you work part-time for the full year, select PTF; if you work full-time for part of the year, select FTP.) NOTE: If you work full-time for part of the year, you must change the value in Row 4 (for each month) and indicate one the following -- if you work half the month or more select 1; if you work less than half the month select .5 and if you did not work that month select 0

5. Annual Leave cannot be taken before it is earned.

Accrual Rate: For employees hired prior to 7/1/11, rate is 2.0 days per month (24 days per year).
For employees hired on or after 7/1/11, rate is 1.5 days per month (18 days per year) for the first 5 years of employment. Accrual rate then increases to 2.0 days per month.
If hired on or before the 15th of the month, record the full accrual for that month.
If hired after the 15th of the month, record a half accrual for that month.
Regardless of hire date, the monthly balance may not exceed 45 days.
A maximum of 30 days may be paid out at termination or retirement.
The accrual rate and payout for percent time employees is pro-rated.
Leave is to be used in half day increments.

6. Sick Leave is to be used for employee illness only; not for care of family members (see codes below in # 7.)

Accrual rate: 1.25 days per month to a maximum of 130 days (pro-rated for part time).

7. Use of Sick Leave for Family Leave. Full-time staff with at least one year of benefits-eligible service may use up to a maximum of 10 days of accrued sick leave per fiscal year (pro-rated for percent-time staff) for family leave. This leave may be used for medical appointments, illness, or medical needs of an immediate family member; prenatal or postnatal care; or for purposes of caring for a new baby or adoptive/foster child after placement. It may also be used for extended bereavement leave (see USY 13.2.2.2 - http://usnholpm.unh.edu/USY/V.Pers/A.13.htm).

Immediate family member is defined as spouse, parent, legally dependent child, or any person living in the staff member’s household.

Extended Bereavement Leave. After supervisory notification and the use of bereavement leave, a staff member may use family leave for extended bereavement leave in the event of the death of an immediate family member. Bereavement leave follows the same parameters described in USY.V.A.18.
Exempt (PAT/EE/AA/PA/FY Faculty) Leave Record Instructions

8. **All absences from scheduled work must be explained by entering one or more of the following codes:**

   - **1 = Annual Leave Column**
   - **B = Bereavement/Funeral Leave**
   - **CD = Compassionate Donation***
   - **FM = Family/Medical Leave**
   - **H = Holiday**
   - **I = Interim Disability**
   - **J = Jury Duty**
   - **L = Leave Without Pay**
   - **M = Military Leave**
   - **SKFL = Sick Leave for Family**
   - **SKFLB = Sick Leave for Family - Extended Bereavement/Funeral**
   - **SKFL-H = Sick Leave for Family (Half day)**
   - **SKFLB-H = Sick Leave for Family - Extended Bereavement/Funeral (Half day)**

   Indicate only the **numeric equivalent** for **Annual Leave** and **Sick Leave** time taken. (ex: 1 or .5)

   The totals section of the leave sheet will automatically calculate your balances.

   **NOTE:** This **DOES NOT** pertain to the codes used in the "Sick Leave Column" (above) as they **are** able to be entered into the "Sick Leave Columns".

   * NOTE: If donating to compassionate donation, indicate # of days donated in the "vac column" and enter **CD** in the "sick column" for the same date(s).

9. **Each fiscal year when you start a new leave record, you must manually enter your BALANCES**

10. Family and Medical leave is an approved time off available to eligible staff members for up to twelve weeks per year. Leave may be taken to care for an employee’s child after birth or adoption, care for a seriously ill family member (spouse, child, parent, foster parent), serious personal illness or injury on or off the job. Family and medical leave is always in conjunction with some other approved absence from work and must be recorded as such. (USNH Policy USY - V.A.20)

11. This record must be signed by employee and supervisor.