

This information is provided as a guide. When a provision of a labor agreement or Personnel Rules is inconsistent with this guide, the labor agreement or Personnel Rules takes precedence. Questions should be directed to your Time Advisor or Timekeeper.

Paid Absences

Annual and *Personal

- Should be requested and scheduled in advance
- Emergency requests may be considered for approval
- Employees do not have an absolute right to use the absence; approval is based on management's responsibility to maintain efficient operations

**Not applicable to management/non-represented employees or employees covered by labor agreements where personal was combined with annual leave at the beginning of the 2017 leave calendar year.*

Sick

- Used for employee's own illness or injury
- Call off policies must be followed
- Doctor's certificate required for absences of three or more consecutive days
- Reasonable travel time permitted for medical appointments that cannot be scheduled during non-work hours

Sick Family

- Used when a family member's illness or injury requires the employee's personal attendance, or for medical appointments when family member is physically unable to drive to medical facility without employee's assistance
 - **Most** labor agreements define family member as spouse, child, stepchild, foster child, grandchild, parent, step-parent, brother, or sister of the employee, or child to whom the employee serves as legal guardian.
 - Can only be used for relatives defined as family members in the labor agreement
- Maximum of **five days** per year allowed
- Doctor's certificate required for absences of three or more consecutive days
- Reasonable travel time permitted for medical appointments that cannot be scheduled during non-work hours
- Up to one full shift may be used when family member is having surgery
- Cannot be used for time when a family member is hospitalized, unless doctor certifies that employee's presence is needed
- Cannot be used to watch well children when children's primary caregiver is sick

Additional Sick Family

- Available when absences for a family member's serious health condition exceed 20 workdays
- Employees need to contact Human Resources to apply

Sick Bereavement

- Absence for death of a relative, as follows:
 - **Five days** for death of spouse, parent, stepparent, child, or stepchild
 - **Three days** for death of foster child, brother, step-brother, sister, step-sister, uncle, aunt, niece, nephew, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, grandparent-in-law, or any relative residing in the employee's household
 - Sick bereavement can only be used for relatives specifically defined as family members in the applicable labor agreement

Administrative

- Civil Service exams - one occasion in each one-half leave calendar year for most employees
- Blood donation - hours per leave calendar year vary based on labor agreement
- Physical examination – only for entry to the armed forces
- Other reasons with approval by Governor’s Office of Administration
 - Certain union responsibilities (requested via Form STD-750)
 - To compete in international or world championships

Civil

- Used when subpoenaed as witness (generally not as a party) or for non-voluntary jury duty
 - Subpoena required for justification
 - Reasonable travel time permitted
- Emergency volunteer work after pre-approval from Human Resources

Educational

- Contact Human Resources for information and circumstances when it can be used

Compensatory

- Earned in lieu of overtime after mutual approval by agency and union
- Should be scheduled and used within 120 calendar days to avoid payout
- Management employees are not eligible for payout

Holiday

- Earned as long as employee is in an active pay status entire last half of scheduled workday immediately prior to and entire first half of the scheduled workday immediately after holiday
- Earned holiday time should be scheduled and used within 120 calendar days
- Management employees are not eligible for payout

Paid Office Closings

- For non-essential employees
- Offices may open late, close early or close entirely
- Only the Governor’s Office of Administration and agency heads or their designees have authority to close offices

Absences that can be Paid or Unpaid

Injury Leave

- Available to employees injured at work and receiving Workers’ Compensation benefits
- Generally covered by the *Family and Medical Leave Act (FMLA) of 1993*
- Approved by Human Resources

Military Leave

- Paid absence for military duty is provided by PA law, when substantiated by orders or other acceptable documentation
- Stipend paid during unpaid military absence, when certain requirements are met
- Employees must notify supervisor and HR Service Center when military absence is needed

FMLA/SPF Absence

- For serious health condition of employee or qualifying family member, and for childbirth, placement for adoption or foster care
- Employees need to contact Human Resources to apply

Military Exigency Absence

- Available when employee’s family member is a servicemember on active duty and leave is needed as it relates to deployment

Military Caregiver Absence

- For serious injury or illness of servicemember who is a qualifying family member, when employee is attending to servicemember's medical needs

Unpaid Absences

Regular (Approved) Leave Without Pay

- Granted at sole discretion of agency head
- No requirement to approve absence if no paid leave available
- Reason for request must be provided

Unauthorized Absence Without Pay (AWOL)

- Disciplinary absence entered by a supervisor when a leave request is disapproved, and the employee does not report to work
- Consult with Human Resources

Tardy

- Entered by supervisor when employee is late, and discipline is appropriate
- Counseling should occur with each tardy absence

Suspension

- Used for disciplinary purposes
- Consult with Human Resources

Union Business

- For employees elected or appointed as union officials to attend official union conventions or conferences or for long-term union assignments
- Consult with Human Resources

Legal Strike

- Used only during a legal strike
- Specific policies and procedures provided to managers and timekeepers if a strike occurs