All 01 staff employees are expected to submit reports showing their usage of vacation, sick leave, and other paid leave categories on a pay-period basis. Exempt (01) pay periods run from the first of the month through the 15th and from the 16th to the last day of the month.

The 01 Paid Leave Record is available online at https://timecard.biola.edu/. Instructions for proper reporting are found at https://confluence.biola.edu/ and choosing the Timecard App topic.

All paid leave should be submitted by the 01 employee and approved by his/her supervisor in the first three working days after the end of a pay period or return-to-work date (whichever is later). **Note: if the employee did not use any paid leave time in the pay period that has just ended, a blank paid leave record should be approved by the supervisor.** Contact Human Resources to have a previously submitted blank paid leave record reopened in order to report leave.

Vacation and sick leave accruals will be tracked and shown on the 01 employee’s check stub and in the time keeping system. For information on maximum accrual limits, see section 5.1 (regarding Vacations) and section 5.14 (regarding Sick Leave).

Beginning July 1, 2005, any 01 employee who is over the maximum vacation accrual plus two days (to allow for recording and processing) will have their vacation accrual frozen until they use sufficient vacation to be under the cap. No employee will lose any vacation that they have already accrued but simply will not accrue additional vacation while not in compliance with the policy. (Any accrual amount lost in this manner will not be restored to the employee when they begin accruing once again).

Supervisors with 01 employees who are absent for extended periods of time (e.g., on disability) should submit records for them each pay period so their leave balance is correct at any point in time.