USA Process Improvement Committee

Outcome Documentation Form

November 19, 2014

Improvement Number: 69

Original Improvement:Too much paperwork is needed for leave. From a vacation to a leave of absence

A call was made to the individual that recommended the improvement to determine the circumstances that led to the concern. It was determined that either miscommunication or a misunderstanding of the policy led to the recommendation.

The individual was under the impression that a leave form was needed anytime an employee took leave (including vacation). After speaking to Human Resources, it was determined that a leave form is only needed in the cases where an individual does not have accrued sick or vacation, or when the leave exceeds two weeks. This requirement is to protect the employee as HR or Payroll will notify the employee of their leave status as there is no protection of benefits if the employee goes unpaid. They will work with the employee to make arrangements so their benefits will continued to be paid current. Human Resources also clarified that vacation is not a leave of absence. Additionally, we are required by federal law to track any Family Medical Leave qualified event. The Leave Form is used for this purpose.

With regard to the concern about the Request to be Absent form and the Leave form being redundant, the RBA is for travel purposes and is not used by Human Resources.

Final Outcome: The employee that submitted the improvement was given the correct information about leave and seemed satisfied. In addition to the initial improvement, a supplemental request to streamline the approval process for leave was brought to the committee’s attention. A request that the budget office be removed from the approval routing of the leave PA was submitted to the Vice President, Financial Affairs and approved. This will speed up the processing and security of the paperwork.