
 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: I-A-PR9	Approval Date: April 17, 2023 Last Revision: April 9, 2024
	Responsible Executive: John Metras Associate Vice-President, Facilities  <hr/> Signed:	
Title: <p style="text-align: center;">Entering Absences, Overtime and Training Time into Workday</p>		
Background & Purposes: <p>It is the responsibility of all Facilities employees to ensure that they are submitting their own absences and training time into Workday in a timely manner. Entering absences and training time into Workday ensures we have proper coverage within teams and have an accurate record in Workday. This is particularly important in regards to entering sick days or medical/dental appointments to help prevent pay related issues and ensure all work hours are accounted for.</p> <p>Entering your own absences and training time into Workday is a requirement and is not optional. Please review requirements outlined in the policy below for submitting absences and training.</p>		

Entering Sick Time into Workday:

- Sick time must be submitted into Workday by the end of the day on the day you are sick. It is understood that there maybe extenuating circumstances where an employee may not be able to enter on the absence during this period.
- Each employee is responsible for calling their Manager/Supervisor before the start of a shift or workday to communicate that they will not be at work and provide the following information regardless of whether you speak to someone in-person or leave a message:
 - How you are feeling
 - Your expected return to work date so that your Manager/Supervisor knows how long to re-schedule your work

Entering Medical and Dental Appointments into Workday:

- Requests for non-emergency medical/dental appointments must be submitted in Workday five (5) days in advance at minimum, and approved in Workday by your Manager. Please refer to the respective collective agreements for further details. Management & Professional staff members – please continue to follow the process as before, **as noted in article 12.3 of the AAPS agreement.**
- Before your Manager can approve your medical/dental request, the comments field must be used to include the following:
 - The date(s) and time(s) you will be away from the workplace
 - The type of appointment(s) you are requesting, for example, emergency, routine, specialist

Entering Medical and Dental Appointments into Workday (urgent or emergency):

- If less than 5 days' notice because the appointment is for an urgent or emergency medical/dental appointment, submit the absence into Workday immediately and contact your Manager to request they prioritize the Workday approval.
- Before your medical/dental request will be approved, the comments field must be used to include the time of day you will be away from the workplace and the type of appointment you require (i.e. routine/specialist/emergency)

Entering Vacation into Workday:

- Requests for vacation must be submitted in Workday 5 days in advance at a minimum, and must be approved in Workday by your Manager before it is considered an approved vacation day. Please note that the employee is responsible for ensuring the vacation day is approved in Workday by their Manager before taking the time off.
- All requests that are not made in advance of the required 5 days will be approved at the discretion of the approving Manager based on the known impact to the operation at the time the request is being made

Entering Overtime into Workday:

- Overtime must be submitted in Workday by the end of the day that the overtime is worked. This is only required by employees that have been identified as being responsible for entering their overtime in Workday. For all other employees their overtime will be entered by the clerical pool or their Heads.

Entering University Paid Time Off for Union Business & Union Paid Time Off for Union Business into Workday (CUPE 116):

- CUPE 116 will send an email notification of the Union leave to your Manager and Head, as per the current protocol. The leave is assumed to be approved unless the Manager or Head raises a concern via return email and a decline of leave in Workday.
- Submit a corresponding absence request in Workday. In the comments section, please specify what type of meeting you are attending and the date and expected time that you will be off.
 - Example: Union Paid Time-off for Union Business (Workday absence code: "Unpaid Union Business") – grievance and arbitration prep, Union training, Union's grievance committee meetings, prep for and to attend labour relation board hearings etc. November 15, 2021 All day
 - Example: University Paid Time-off for Union Business (Workday absence code: "Paid Union Business") –grievance meetings, arbitration hearings, preparation time with griever, travel time to attend grievance meetings and arbitration hearings etc. November 15, 2021 8:30:10:00
- If the time off taken for Union leave is different from what was originally expected, update the absence request in Workday with the actual time off taken. If absence has been approved in Workday please submit absence correction and adjust the time.
- Union paid time-off for Union business ("Unpaid Union Business") does NOT take the employee off payroll – this is paid time with costs recovered from CUPE 116

Entering University Paid Time-off for Union Business & Union Paid Time-off for Union Business into Workday (IOUE 115):

- Prior to leaving for Union business, approval is required by your Manager and must be submitted and approved in Workday

Entering Training & Professional Development Time into Workday:

- Submit any training or professional development time into Workday no later than 2 business days after receipt of a training invitation. This includes invitations for mandatory safety training. These invitations are sent to staff's UBC email addresses. Please check your UBC email regularly moving forward.
- This absence type is to be used for all core safety training, as well as any other training and professional development that has been approved by the Manager as paid time.

For all other approved leaves the employee must communicate with their manager prior to the absence occurring. The Manager and employee will work together to ensure accurate recording of Workday absences.