

Biology Department Absence Protocol

This document was created by the Departmental Staff Timekeeper, [Rachel Batson](#), and is intended for use by employees within the Biology Department (Staff & Research).

Who Reports

Any employee holding a full-time, part-time, casual, term, and/or contract position must report all types of absence to the assigned timekeeper. It is important that your timekeeper be aware of all leave of absence from the workplace. Please ensure you report all absences.

Instructions for Biology Staff

1. Identify type of leave (vacation, sickness, medical appointment, bereavement, compassionate, lieu time, other: professional development).
2. Submit [request](#) → Dashboard → Time Off Request → 48 hours in advance (when possible).
3. Wait for approval email. Once approved, the department timekeeper will enter this leave into HR Peoplesoft, Staff Calendar, and tracking spreadsheet.

Instructions for Research Staff & Postdocs

1. Identify type of leave (vacation, sickness, medical appointment, bereavement, compassionate, lieu time, other: professional development).
2. Email to your supervisor requesting approval for your absence (providing details such as days, hours, and reason), 48 hours in advance (when possible).
3. Once you have written approval, please forward your request and approval to biology@queensu.ca for entry into HR Peoplesoft and tracking spreadsheet

Carry-Over Protocol

Please submit your requests no later than November 1st for approval.

If your allotted vacation entitlement for the current year cannot be used up due to operational circumstances preventing the utilization of these days, then please complete and submit the carryover request form for deliberation. All carry-over days granted for the current year must be used in the subsequent calendar year. A maximum of five carry-over days can be requested and granted. Terms of granted carry-over are below:

-  *The entirety of this approved carryover will be used within the subsequent calendar year & The entirety of the following calendar year's vacation entitlement will be used during that calendar year.*

Types of Leave

Vacation Leave

We ask that you schedule your vacation, 2 business days in advance, as they need pre-approval and possible position coverage may be required. Please coordinate with your work circle and supervisor regarding vacation days. To keep the department running smoothly, we suggest one individual in each working circle is always present. Please submit your [requests](#) no later than December 1st for approval.

Sick Leave

When a staff member is unable to report to work because of illness or injury, their supervisor must be notified as soon as possible on the first day of absence.

Medical Appointments

For medical appointments, when possible, please schedule 2 business days in advance, as these requests need pre-approval. As an employee, it is your responsibility to actively report these types of leave.

Bereavement Leave - USW, LOCAL 2010 (support staff)

In the event of a death in an employee's immediate family, leave without loss of pay will be granted for a period of 5 working days. In the event of a death of a close relative or those who the employee considers to be like a family member, leave without loss of pay may be granted for a period of up to 5 working days. This includes time for travel, planning and attending a ceremony, service, a funeral, or the like, and involvement in arrangements and affairs.

Compassionate Leave - USW, LOCAL 2010 (support staff)

Important or unusual circumstances may make it necessary for an employee to be absent from work for short periods of time. An employee may request leave due to a sudden serious illness in the employee's household, a medical or dental appointment or other such infrequent emergency. If granted, such leave will be without loss of pay. Each situation will be decided by the Department Head/designate and in doing so they will not act in a manner that is arbitrary, discriminatory or in bad faith.

Over-Time

An employee may be required to work over their scheduled 35-hour work week during busy periods. We ask that employees evaluate their regular work hours and workload to determine if additional time is required during a busy period. Once determined, please submit a detailed written request for the additional hours to your supervisor for preapproval. We ask that the employees keep track of hours worked and submit to supervisor upon conclusion of the busy period for evaluation.

Casual and unauthorized time worked at the staff members' discretion is not eligible for overtime compensation. This includes time accumulated by working during lunch hours, coffee breaks, or personal choice of early arrivals or late departures (outside of set hours).

Training

Workshops and professional development taken during regular business hours need to be reported to your timekeeper. Please provide a list of any upcoming workshops and/or professional development activities you have registered for to your timekeeper.

Biology Department Roles

Department Head: [Brian Cumming](#)

- + Approves leave in Manager's absence
- + Approves Manager's leave and overtime requests

Department Manager: [Darlene Davis](#)

- + Approves leave and overtime request for biology staff

Undergraduate Administrative Coordinator: [Rachel Batson](#)

- + Approves main office staff leave and overtime requests
- + Reports / enters all biology staff leave
- + Creates USRA / USSRF student contracts

Graduate Program Advisor: [Kiki Snook](#)

- + Enters all monthly TAs and Teaching Fellow contracts
- + Back up timekeeper for Office Coordinator

Office Coordinator and Administrative Assistant to the Department Head: [Lindsey Morey](#) @ biology@queensu.ca and biotimesheet@queensu.ca

- + Reports / enters all faculty academic leave
- + Reports / enters all research staff contracts and leave
- + Reports / enters all Postdoc contracts and leave
- + Reports / enters all Term Adjuncts academic leave
- + Work Study & SWEP contracts, weekly timesheets, etc.

General Human Resources: hradmin@queensu.ca

Human Resources: [Margaret Goslin](#)

- + Human Resources Inquiries

Websites / Resources

Unions: <http://www.queensu.ca/humanresources/employee-tools/unions-and-associations>

Vacation calculator: <https://www.queensu.ca/humanresources/apps/vacation-calculator/>

Absence requests: <https://biology.queensu.ca/user/login>

Vacation policy: <https://www.queensu.ca/secretariat/vacation-policy>