Bren School Department Guidelines on Absences and Reporting.

Vacation/unpaid leave requests, and reporting:
Submit your leave request to your manager as early as possible and no less than 3 days in advance of your anticipated away time. Your manager likely will approve your time off if it does not conflict with necessary work obligations. Your manager may deny your time off request if it conflicts with important work obligations that are your responsibility as an employee, or it it conflicts with another unit staff member who has already requested the same date(s).
Bren staff should be in the office during the first week of every academic quarter. In rare circumstances, your manager may give special allowance for you to go on vacation during the first week of the quarter if there is an alternate plan to cover your responsibilities. After your manager approves your vacation, update your Google calendar and Kronos timecard to indicate all dates when you will be on vacation following the protocol below.

Sick Leave requests and reporting:
If you are unable to attend work due to an illness, please notify your manager via email and any other methods your manager has requested (e.g., text message to manager, group text to unit, SLACK) no later than the beginning of the start of your work shift, except when it is determined the failure to notify is due to extreme circumstances beyond your control. If you feel ill during the evening and anticipate that you will need to miss work, send appropriate notifications to your manager that evening. If you begin to feel ill at work and need to leave, notify your manager. If your manager is unavailable, send an email to your manager and notify a colleague who is designated to communicate your absence to your manager. Update your Google calendar following the protocol below.

Scheduled Appointment requests and reporting (personal or family care)
If you schedule an appointment during work hours, you must notify your manager of the upcoming appointment. Please inform your manager of the scheduled appointment as early as possible. You must receive approval from your manager to be absent from work during your appointment, including travel time to and from the appointment. For scheduled appointments, it is advisable to estimate 20-30 min for travel time from school to an appointment in Santa Barbara and another 20-30 minutes for the return trip, including parking and walking to the office. If your manager approves your absence, then you must reserve time on your Google calendar for your appointment and travel time to and from your appointment following the protocol below.

Google Calendar and Kronos reporting:
On your Google calendar, block time that you will be out of the office for vacation, sick leave, and scheduled appointments (including travel time). Your Google calendar entry should indicate the reason for your absence, e.g. sick leave, doctor’s appointment, personal appointment, vacation. Please be sure to record travel time to and from scheduled appointments on your Google calendar and in Kronos. If the appointment and travel time was not estimated correctly, please update your Google calendar and Kronos timecard to reflect actual work missed. Non-exempt staff may
specify increments of 15 min on your calendar for sick or vacation leave. Exempt staff must record full days for sick or vacation leave.

RELATED ARTICLES

BARGAINING UNIT CONTRACTS
Clerical & Allied Services, CX Contract (Non-Exempt)
Article 14 - Leaves of Absence
Article 36 - Sick Leave
Article 44 - Vacation

Technical - TX (Non-Exempt)
Article 13 - Hours of Work
Article 18 - Leaves of Absence
Article 39 - Sick Leave
Article 43 - Vacation

NON-BARGAINING UNIT AGREEMENT
Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members; PPSM - (Exempt)
Article 2.210 - Absence From Work (addresses all types of absences)