

# TIME OFF & LEAVE



## IMPORTANCE OF SUBMITTING UNPAID TIME IN THE TIME REPORTING SYSTEM (TRS)

With manager approval, benefits-eligible staff can take unpaid time off when paid time off balances have been exhausted. If a staff member needs to take unpaid time, the unpaid time needs to be submitted and approved each pay period in the Time Reporting System (TRS). Timekeepers should **not** approve zero paid hours for any non-temporary staff, if no hours were worked during the pay period.

### Benefits Continuation

Unpaid time needs to be submitted and approved in the TRS so that Benefits can determine if that staff member needs be billed for their portion of benefits premiums. Failure to submit unpaid time in the TRS could have a negative impact on benefits coverage.

### Prorated Accruals

During periods of unpaid absences, annual and sick time accruals may need to be prorated. Unpaid time needs to be submitted and approved in the TRS for both biweekly and monthly staff so annual and sick time accruals can be prorated as outlined in the university's time off and leave policy. The TRS is setup to prorate based on the number of unpaid hours submitted and approved in the TRS.

### Monthly-Paid Staff

Monthly-paid staff are paid based on their hours in Banner; not based on their time off requests submitted and approved in the TRS. Annual, sick and unpaid time balances are recorded in the TRS for accruals tracking and proration purposes only. If a monthly-paid staff member needs to take unpaid time, timekeepers need to notify Payroll Services to make a pay adjustment in Banner in addition to submitting the unpaid time in the TRS.

### How to Submit Unpaid Time

Employees can submit unpaid time requests through My Calendar in the TRS.

**Open 'My Calendar' and click Request Time Off.**

**Select Unpaid Time from the dropdown menu, enter start date, end date, start time and daily amount of hours and click Submit.**

Start date	End date	Time Unit	Start time	Daily Amount
3/01/2021	3/01/2021	Hours	9:00	8.0

Please note that Timekeepers can process unpaid time requests on behalf of employees through Request Manager.

### Fair Labor Standards Act (FLSA) Considerations

Unpaid time can be recorded in 15 minute increments for non-exempt employees.

Unpaid time can be recorded in full day increments for exempt employees, unless the employee is approved for FMLA. If the unpaid time is running concurrently with FMLA, unpaid time can be recorded in 15 minute increments for exempt employees. Contact [timeoff@gwu.edu](mailto:timeoff@gwu.edu) with any questions.

### How to Approve Unpaid Time

In order for the unpaid time to populate on the staff member's timecard, the manager must also approve the unpaid time request.

