

Professional Support Staff

Salary Continuation Codes for UltraTime*

SCF:	For child, spouse, household member , parent, or parent-in-law's (living in the staff member's household) illness, injury and health appointments. Appropriate notification provided to supervisor, as requested.
SCS:	For staff member's own illness, injury, and health appointments including health conditions or procedures. Appropriate notification provided to supervisor, as requested.
SMD:	For staff member's scheduled surgeries and known medical conditions that require time off from work of 10 consecutive work days or longer. Must provide doctor's documentation to HR prior to time off from work.
SMT:	For staff member's maternity leave for the initial twenty consecutive days before short term disability begins. Must provide doctor's documentation to HR prior to time off from work.
SBI:	Bereavement for death of staff member's child, stepchild, foster child, spouse, household member, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandchild, grandparent, grandparent-in-law (five day max).
SBO:	For attendance at funeral of a relative other than listed above (one day max). For that part of that day needed to attend the funeral of a staff member of the University.
SNO:	For staff member's time off due to inclement weather (eight hours max a calendar year). Can be used in hour increments.
WEA:	For staff member's time off on days the University is officially closed due to inclement weather. Excludes essential staff members.

Frequently Asked Questions

1. What if I am ill or injured and miss work for less than 10 work days?
Hours are logged as salary continuation self (SCS) because it is for the staff member's own illness or injury and the days away from work were less than (10) ten consecutive work days. Staff member should provide appropriate medical documentation to supervisor when requested.

2. What if I have a scheduled surgery or known medical condition with medical documentation that require time off from work of less than 10 consecutive work days?
Hours are logged as salary continuation self (SCS) because it is for the staff member's own illness or injury and the days away from work are less than (10) ten consecutive work days. Staff member should provide appropriate medical documentation to supervisor when requested.

3. What if I am ill or injured and think I am going to return in less than 10 work days, but I remain out for more than 10 consecutive work days?
The absence is initially logged as salary continuation self (SCS) because it is for the staff member's own illness or injury and the days away from work is expected to be less than (10) ten consecutive work days. Staff member should provide appropriate medical

documentation to supervisor when requested. If absence is longer than (10) ten consecutive work days, doctor's documentation should be submitted to Human Resources and the absence is logged as salary continuation medical (SMD).

4. What if I have a scheduled surgery or known medical condition that requires time off from work longer than 10 consecutive work days?

Hours are logged as salary continuation medical (SMD) because it is the staff member's own illness or injury and the time away from work is more than (10) ten consecutive work days. Doctor's documentation should be submitted to Human Resources prior to time off work.

5. What if I have a medical condition, a surgery, or am injured and will be out of work for six consecutive weeks (30 work days)?

The first 20 days qualify as salary continuation, if available*, and are logged as salary continuation medical (SMD). The Payroll Department will code the remaining ten work days as short term disability (SHD). Doctor's documentation should be submitted to Human Resources prior to time off from work for any absences longer than (10) ten consecutive work days.

6. If I am on short term disability, how are my hours logged?

The first 20 days qualify as salary continuation, if available*, and are logged as salary continuation medical (SMD). The Payroll Department will code the rest of the days as short term disability (SHD). Human Resources should have already received the doctor's documentation since the absence is longer than (10) ten consecutive work days.

7. What if I am absent from work because of an illness on Monday and absent on Wednesday and Thursday to care for my sick child?

Hours for Monday are logged as salary continuation self (SCS). Hours for Wednesday and Thursday are logged as salary continuation family (SCF).

8. What if I am going on maternity leave?

Provide Human Resources medical documentation as soon as possible. The first 20 days qualify as salary continuation, if available* and are logged as salary continuation maternity (SMT). The Payroll Department will code the remaining work days as short term disability (SHD).

9. What if I am ill or injured for just one day prior to my maternity leave?

The day of illness is logged as salary continuation self (SCS). Maternity leave hours are logged as salary continuation maternity (SMT).

10. What if I have a work injury?

Work injuries are logged as work injury (WI), not logged as salary continuation.

***These guidelines assume the staff member has available Salary Continuation. Please refer to Section 12.3.1 in the APSS Contract or the Benefits Section in the Confidential COT Handbook for salary continuation benefit availability.**

How to Calculate a Salary Continuation Balance

This provides you with a way to approximate a salary continuation balance.*

1. Open the calendar in UltraTime.
2. Locate the most recent 5 full consecutive work days; this means the salary continuation balance has restored to the 20 days/160 hrs.
3. Add up the hours of salary continuation used.
4. Subtract the hours of salary continuation used from the 20 day/160hr balance.
5. The remaining number of hours is the salary continuation balance.
6. The balance will continue to be reduced by the number of salary continuation hours used.
7. When 5 full consecutive days have actually been worked the balance will restore to 20 days/160 hours.

*This assumes that the staff member has available Salary Continuation. Please refer to Section 12.3.1 in the APSS Contract or the Benefits Section in the Confidential COT Handbook for salary continuation benefit availability.