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**From:** kcolbert@mail.umd.edu  
**Sent:** Thursday, July 08, 2004 2:48 PM  
**Subject:** New Leave Types Due To UMCP Bargaining Agreements

Attention PHR Creators and Approvers:  
(It is critical that you share this information with all PHR Time Entry Supervisors within your units)

As a result of the Memorandum of Understanding (MOU) Agreements reached between the University of Maryland, College Park and AFSCME, covering the UMCP Nonexempt and Exempt Bargaining Units, we have added additional Leave Types to the PHR Time Entry records.

Important Note: Initially, these new leave types will be visible on all Nonexempt (Cat Stat 20) and Exempt (Cat Stat 33) employee time records (Bargaining and Non-Bargaining) at all PHR institutions. Additional PHR enhancements will be made in the near future, so that these new leave types will ONLY display on the appropriate time records based on the employee's entitlement.

The New Leave Types that have been added are as follows:

1. "Bereavement Leave" - This new leave type will be effective March 7, 2004 for the Nonexempt Bargaining employees and July 1, 2004 for the Exempt Bargaining employees. The UMCP employees are entitled to Bereavement leave (rather than using sick leave) for the death of an immediate family member. The number of days is not to exceed 3 days or 5 days if overnight travel is required. This leave does not draw from any leave balances and may be entered on the PHR Time Record by the employees or by the PHR Time Entry supervisors.
2. "Union Business Leave" - This new leave type will be effective March 7, 2004 for the Nonexempt Bargaining employees and July 1, 2004 for the Exempt Bargaining employees. The UMCP Nonexempt and Exempt Bargaining employees are entitled to paid release time to account for union business purposes. All requests for use of this leave must be submitted by the Union to the Director of University Human Resources within 7 calendar days in advance of the event. This leave type does not draw from any leave balances and may ONLY be entered by the PHR Time Entry supervisor on the time record.
3. "Job Steward Lv-EX Union" and "Job Steward Lv-NE Union" - The "Job Steward Lv-NE Union" is effective March 7, 2004 and is to be used by employees who are Job Stewards for the Nonexempt Bargaining Unit. The "Job Steward Lv-EX Union" is effective July 1, 2004 and is to be used by employees who are Job Stewards for the Exempt Bargaining Unit. The Job Stewards for the UMCP Nonexempt and Exempt Bargaining units are entitled to paid release time to perform all the duties of a Job Steward. This leave does not draw from any leave balances and may ONLY be entered by the PHR Time Entry supervisor on the time record.
4. "Professional Dev Leave" - This new leave type is effective July 11, 2004 for the Nonexempt Bargaining employees and July 25, 2004 for the Exempt Bargaining employees. Each UMCP Nonexempt and Exempt Bargaining employee may be granted, by each Union's sole discretion, one (1) Professional Development Day each contract year. Professional Development Days may not carry over from contract year to contract year. Requests to use this Professional Development Day come directly from the Union to University Human Resources; individual employees cannot make this request directly to their supervisor. These requests require at least fifteen (15) days notice to University Human Resources and no more than 40 employees will be off on any given day. This leave type does not draw from any leave balances and may ONLY be entered by the PHR Time Entry supervisor on the time

record.

Use of these new leave types should be monitored by processing the PHR WOW Report, "Leave Usage Report", located under the PHR Queries and Reports/Employee Reports folder.

If you have questions regarding the use and eligibility of these new leave types, please contact Staff Relations within the University Human Resources Department at ext. (301) 405-5651.

If you have questions regarding entering/adjusting the leave information or processing the WOW Leave Report, please contact the PHR Service Center at (301) 405-7575.