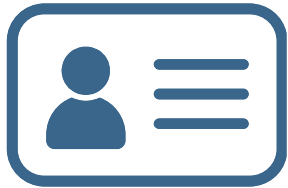# Hilltop
COMMUNITY RESOURCES

STEPS TO PROCESS A SABBATICAL REQUEST

Who:

Employee

When:

90 Days
Before Employee Hopes to Go

HOW:

Find the **Sabbatical Request Form** on Page 3 or **Hilltoppers.htop.org** under **Employee Resources** or **Supervisor Resources**

→

Fill out and **SIGN** the Sabbatical Request Form

→

Give Form to Supervisor

Supervisor and Ops Director

Form is Received

1
Determine if the requested dates will work for department and program.

No?   Yes?

→

2
Have Ops Director sign and date form.

Note:
This is the only approval signature required.

→

3
Send to People Ops Business Partner OR save file and upload to Employee's Documents in UKG. Select Payroll as the final approver

Work with the employee to determine alternate Dates.
1) Record new dates on the form. 2) Record original dates too. **This will inform the next eligibility date.**
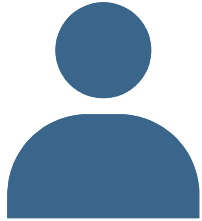
Record the scheduled dates on form.

Supervisor

Week BEFORE Sabbatical Begins

1
If employee is hourly, contact Payroll or People Ops Business Partner to run an **Hours Audit.**

Employee's Sabbatical hours will be the # from the audit or current schedule, whichever is greater.

2
Manage Employee's Timecard during the Sabbatical OR complete the timecard in advance.

See Page 3 for Details on how to manage timecards for each time tracking type.

Hours Entry employees (both Exempt and Non-Exempt):

- Employee chooses the Sabbatical code and enters hours on the timecard. Weekly hours for the Sabbatical will either be 1) the number of hours determined by the Hours Audit or 2) the Employee's current scheduled hours – whichever is greater.
- Leave days not typically worked by the employee completely blank – Don't enter zeroes (0.00) as this will cause a glitch in the calculations.
- Employee can fill out and submit their timecards in advance for all four weeks. Or the Supervisor can enter the Sabbatical days as they occur.
- **Supervisor Approves the timecard each pay period.**

Time Clocking employees:

- Supervisor fills out the employee's timecard each pay period by selecting the Sabbatical code and entering the daily hours in the **REG** column (don't enter Clock Punches as the employee is not actually on shift).
- Weekly hours for the Sabbatical will either be 1) the number of hours determined by the Hours Audit 2) the Employee's current scheduled hours – whichever is greater. Leave days not typically worked by the employee completely blank – Don't enter zeroes (0.00) as this will cause a glitch in the calculations.
- **Supervisor can fill out the timecards in advance and then Approve when the pay period is being processed.**

Exempt, Auto Paid Employees

- Employee choose the Sabbatical code and fills our their timecard in advance by entering 8.00 hours each day, Monday – Friday. When the sabbatical hours are saved, they will replace the (100) Auto-Pay.
- Or, the Supervisor can enter the Sabbatical hours on the timecard. The important part here is to use the Sabbatical code so it is recorded in the person's Pay History.
- Leave days not typically worked by the employee completely blank – Don't enter zeroes (0.00) as this will cause a glitch in the calculations.

SABBATICAL REQUEST FORM

EMPLOYEE MUST PROVIDE A 90 DAY NOTICE. Please save the approved Request to a file and then upload it to the Employee's Documents in UKG: My Team > My Employees > Open EE profile. Go to Documents > Employee Documents. Click the Add button at the top of the page. Select the "Sabbatical" category. Save and upload the approved request and select the Payroll Administrator as the final approver.

Employee Name _____   Employee ID _____

Program Name _____   Department Number _____

Date of Hire/Longevity Date _____   Date of Last Sabbatical _____

Dates Requested/Approved for Sabbatical _____

Dates Originally Requested (only if original Request was denied) _____

Employee Signature _____

Supervisor Signature _____

OPS level Director Signature _____

Date Request was Approved by Ops _____