

**Subject:** Instant HR/Payroll: New Leave Options for Faculty and It's Election Season

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**From:** Janet P Walker (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)

**To:** HR-PAYROLL-L@listserv.gmu.edu

**New Leave Options for Mason Faculty**

On September 7, we sent out a targeted email to all 9-month and 12-month faculty regarding some new leave benefits for them. A copy of the email is below. Please note that this version differs slightly from the version that went out to faculty and is the copy of record. This version corrects a typo on the leave accrual rate for 12-month faculty and includes some additional information about carryover for 9-month faculty. Please share this updated version with your faculty.

If you have any questions, please contact us at [hr@gmu.edu](mailto:hr@gmu.edu) or by phone at 3.2600.

Dear Colleague,

Human Resources & Payroll have been collaborating with the Office of the Provost and University Leadership on ways in which the University can further support faculty well-being. We are delighted to announce the following changes have been approved to provide additional leave benefits for faculty.

Annual Leave for 12-month Faculty and Administrative/Professional Faculty

The number of carryover hours has been increased from 168 hours (21 days) to 200 hours (25 days). Carryover continues to occur on June 25th of each year.

Traditional Sick Leave for all Instructional/Research Faculty and Administrative/Professional Faculty

A policy was created to provide a consistent, university-wide application for the accrual and use of traditional sick leave and to better work with Mason's new disability insurance program.

	<b>New traditional sick leave effective July 10, 2017</b>	<b>Previous traditional sick leave plan</b>
<b>9-month Instructional/Research Faculty</b>	30 workdays per academic year  Carryover amount: 125 days (1,000 hours) per year	15 workdays per academic year  Carryover amount: 90 days (720 hours) per year
<i>9-month faculty will continue to record sick leave within their departments. Medical absences of 14 consecutive calendar days or more must be reported to the Benefits Team in HR &amp; Payroll.</i>		
<b>12-month Instructional/Research and Administrative/Professional Faculty</b>	Carryover amount: 125 days (1,000 hours) per year  Accrual amount: 10 hours per pay period (30 workdays per year)*	Carryover amount: 120 days (960 hours) per year  Accrual amount: 6.67 hours per pay period (20 workdays per year)*

*In addition, initial new hire sick leave doubled to 80 hours (pro-rated based on FTE and eligibility).*

*\*Bi-weekly faculty employees accrue at 9.23 hours.*

#### Bereavement Leave for all benefits eligible Faculty and Staff

Effective September 1, 2017, two days (16 hours) of leave will be available one time per year for bereavement purposes. This leave option is available for all benefit-eligible faculty (and staff) and will renew on June 25th of each year.

Policies and procedures for each of these opportunities are being finalized. We hope to have the supporting information posted to the website in the next few weeks.

Mason sincerely values and appreciates your dedication and commitment and offers these additional leave benefits to support your well-being at Mason and at home.

Please contact us at [hr@gmu.edu](mailto:hr@gmu.edu) or (703)993-2600 with any questions.

Sincerely,

Linda H. Harber  
Vice President, Human Resources/Payroll & Faculty/Staff Life  
Department of Human Resources & Payroll

#### **It's Election Season: Here's the 411**

- ***Reminder: Election Year and the Office***

It's election season and each of us has every right to have our own views on the election, politics in general, and the candidates specifically. But please caution your faculty and staff, particularly those in supervisory positions, that it can get complicated in the workplace. The state's policy (which Mason follows), "strictly forbids harassment of any employee, applicant for employment, vendor, contractor, or volunteer on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation (emphasis added), genetics, or disability."

The complete policy is available on the Department of Human Resource Management [website](#).

Additionally, as the election season heightens, the enthusiasm and excitement surrounding it can understandably come into the workplace and people may want to show their support by wearing political clothing or decorating their office space with campaign materials. It's important to remember that while we are free to have and express our opinions, in the workplace it is a little different. We are a public institution but our workplace is still, first and foremost, a place of University business. Our conduct, dress, and office space should reflect the job at hand, i.e. it should be professional and welcoming to people of all backgrounds and beliefs.

Please encourage your faculty and staff to keep Mason a place of thoughtful discussion, inclusion, and civility -- both during the height of election season and after all the votes are cast.

- ***Election Day Guidance***

It's that time of year again when Mason faculty and staff may be considering serving as an Officer of Election at the polls. Below is some general guidance. For background, please visit the Department of Human Resource Management's [Policy 4.05: Civil and Work-Related Leave](#).

### Highlights:

- With supervisor permission, classified staff and administrative professional faculty may use up to 8 hours of [Civil and Work Related Leave](#) for serving as Officers of Election. Please keep in mind that if you use Civil and Work Related Leave, you cannot keep the Officer of Election salary as it would be considered a double payment for your work time. Please send the Officer of Election check to Payroll at MS 3C3; they will process it according to state guidelines. You can use annual, family & personal, compensatory, recognition, or overtime leave if you wish to keep your Officer of Election pay. Employees who are reimbursed for expenses only (travel, parking, etc.) may keep such payments.
  - Some counties pay for the training involved to be an Officer of Election. If the training occurs after work hours (and generally it is available on nights/weekends), the employee can keep payment for the training. Salaried faculty and staff who serve as Officers of Election shall be allowed to use Civil and Work-Related Leave to attend the required Officer of Election certification **training *only when the employee's locality does not offer the training during non-work hours.***
  - Please note: If you are serving as an Officer of Election, please share the paperwork with your supervisor and send a copy to HR & Payroll at Mailstop 3C3.
  
- Faculty or staff who wish to volunteer in other capacities on election day - poll workers not certified as Officers of Election, political workers, etc. -- may not use Civil and Work Related Leave or School Assistance and Volunteer Service Leave, as the Commonwealth considers them to be activities that are political in nature and not community service as defined in the policy. With supervisory approval, however, you can use annual, family & personal, compensatory, recognition, or overtime leave to work in any capacity on Election Day.