As of July 15, 2019, all 12-month faculty and classified staff will begin to see “Approved Paid Parental Leave” listed as a leave category on their timesheet in Patriot Web. Below are details about how this change may affect your role:

**Employees**

Employees who are eligible for the Paid Parental Leave benefit must contact their Benefits Administrator at least 30 days prior to using the “Approved Parental Leave” category. Employees will not be permitted to use Parental Leave without prior approval from their benefits administrators. After receiving approval, employees will submit their electronic timesheet for each pay period using the approved leave category.

**NOTE:** Parental Leave is to be used for a continuous period with only one break permitted. It may not be used in place of flexible work arrangements or to reduce the work schedule.

**Supervisors**

Supervisors will approve employee timesheets in Patriot Web as normal. Benefits Administrators will send supervisors updated leave information and approved Paid Parental Leave usage confirmation.

**Benefits Administrators**

Benefits Administrators will work with employees to approve Parental Leave and will monitor leave usage for each pay period.

**Questions?**

Please visit the [Human Resources and Payroll Benefits page](mailto:benefits@gmu.edu) for Parental Leave policy information. Questions regarding the policy should be directed to benefits@gmu.edu or 703-993-2600.
From **August 1, 2019, to September 6, 2019**, all non-exempt employees (i.e. employees eligible for compensation for any time worked over 40 hours in a week) can choose how they want to receive overtime compensation.

**Overtime eligible employees can choose to receive overtime compensation in one of two options:**
1. Pay (initial default option)
2. Leave

**Do I Have to Make a Change?**
- If a non-exempt employee has made an election in the past and does not want to change the election, no action is needed
- If a non-exempt employee wants to continue to receive pay for any overtime earned, they do not have to complete a form

**How Do I Make a Change?**
If the non-exempt employee would like to change their election from pay to leave, please:
- Complete an **Overtime Leave Agreement Form**
- Submit the form to the Payroll Department at MSN 3C3 before **Friday, September 6, 2019** *(due to processing, this deadline is firm and Payroll cannot accept forms after this date)*

Elections are a one-year commitment and can only be changed during this open enrollment period. For example, if the non-exempt employee elects leave accumulation, they will receive leave, and not pay, for any overtime worked for one year.

Please contact Catalina Wheat at cwheat@gmu.edu or 703-993-2751 for questions.

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We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate action to protect the community.
Please report the following situations to the university:

- **Student or Visitor Accident**
  - Submit an [Incident Report form](#) when there is an unsafe condition, illness, or injury involving a student or visitor

- **Employee Injury**
  - Submit an [Employer’s First Report of Accident form](#) when an employee is injured while at work

**Resources Regarding:**

- Workplace injuries, exposures, or illnesses: [Accident and Incident Plan](#)
- Insurance, university property damage/theft, and automobile incidents: Contact [Office of Risk Management](#) at 703-993-2599
- Workers’ compensation: Contact [Human Resources and Payroll Workers’ Compensation](#) at 703-993-2600

For a legend of the header icons, [visit the Instant HR & Payroll legend page](#).

For previous announcements, [visit the Instant HR & Payroll Archives page](#).

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