

# Professional Support Staff (PSS)

## Salary Continuation Codes for UltraTime

Code	Meaning
<b>PAR</b>	For a qualifying staff member's parental leave. Entry will be done by Human Resources in UltraTime once leave plans have been finalized and received.
<b>SCF</b>	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.
<b>SCS</b>	For staff member's own illness, injury, and health appointments including health conditions or procedures. Appropriate notification provided to supervisor, as requested.
<b>SHD</b>	For staff member's scheduled surgeries and known medical conditions, or unanticipated medical leaves that require time off from work of 10 consecutive work days or longer. Must provide doctor's documentation & leave forms to HR prior to time off from work or as soon as possible for unanticipated absences.
<b>SMD</b>	For staff member's scheduled surgeries and known medical conditions, or unanticipated medical leaves that require time off from work of 10 consecutive work days or longer. Must provide doctor's documentation & leave forms to HR prior to time off from work or as soon as possible for unanticipated absences.
<b>SBI</b>	Bereavement for the death of staff member's spouse, child, mother father, brother, sister, 'step' of the previous, in-laws (father, mother, brother, sister, daughter, son), grandparent, grandchild, spouse's grandparent, spouse's grandchild, foster child, or an adult who stood in loco parentis to the employee during childhood to a maximum of five working days, if needed. Extension may be granted in extenuating circumstances by the Human Resources office.
<b>SBO</b>	For attendance at funeral of a relative other than listed above (one day max). With the supervisor's approval, a staff member may be released from work for that part of that day needed to attend the funeral of a staff member of the University.
<b>SNO</b>	A maximum of 16 hours may be used by each eligible staff member per calendar year, when severe weather creates a hardship preventing the staff member from working, subject to the provisions of 12.3.2. Can be used in hour increments.
<b>WEA</b>	For staff member's time off on days the University is officially closed due to severe weather. Excludes essential staff members.
<b>WKI/WC</b>	For staff member's work-related injury. Use of codes is dependent on length of time off work due to the injury and with applicable medical documentation.

## Frequently Asked Questions (FAQ)

### 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 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 requires 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 consecutive work days. Staff member should provide appropriate medical documentation to supervisor when requested, including a return to work release.

### 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 consecutive work days. Staff member should provide appropriate medical documentation to supervisor when requested. If absence is longer than 10 consecutive work days, doctor's documentation must 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 consecutive work days. Doctor's documentation must 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). Human Resources will code the remaining ten work days as short-term disability (SHD). The staff member will have the option to supplement the short-term disability rate (75% base wage) with vacation time, if desired. Doctor's documentation must be submitted to Human Resources prior to time off from work for any absences longer than 10 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). Human Resources will code the rest of the days as short-term disability (SHD), including the vacation supplement if the staff member has elected this option. Human Resources needs to have already received the doctor's documentation since the absence is longer than 10 consecutive work days.

**7. What if I am absent from work because of a personal 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 parental leave?**

Provide Human Resources medical documentation as soon as possible. The first 20 days qualify as salary continuation for birth parents, if available\* and are logged as salary continuation medical (SMD). Human Resources will code the rest of the days as short-term disability (SHD), including the vacation supplement if the staff member has elected this option. All qualifying parents (birth and non-birth) are also eligible for 6 weeks of paid Parental Leave (PAR) (see [Parental Leave for Birth Parent and Non-Birth Parent policy](#)).

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

The day of illness is logged as salary continuation self (SCS). Parental leave hours for the birth parent are logged as salary continuation medical (SMD) and then as parental leave (PAR) as applicable. The parental leave (PAR) code will be entered by Human Resources.

**10. What if I have a work injury?**

Work injuries are logged as work injury (WKI or WC based on length of time off), not logged as salary continuation. An injury report form should be completed for any work injury as soon as possible and submitted to Human Resources for processing and follow up.

*\*These guidelines assume the staff member has available Salary Continuation. Please refer to Section 12.3.1, 12.3.2, and 12.3.3 in the APSS Contract or the Benefits Section in the Confidential APSS 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/160 hr. 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 the staff member has available Salary Continuation. Please refer to Section 12.3.1, 12.3.2, and 12.3.3 in the APSS Contract or the Benefits Section in the Confidential APSS Handbook for salary continuation benefit availability.*