
To: Attention PHR Creators and Approvers
Subject: FW: New Leave Type for PHR Time Entry

From: Kirby_Jeffrey_T. [mailto:jtk@mail.umd.edu]
Sent: Wednesday, November 10, 2004 12:30 PM

Attention PHR Creators and Approvers:

We have added a new paid leave type called "Admin Lv-Election Judge", which is now available for certain PHR time entry records. This leave type is effective October 22, 2004 and should be applied in accordance with the Board of Regents Policy (VII - 7.25)-USM Policy on Leave for Service as Election Judge. This policy states that this leave type is ONLY applicable to Regular Exempt and Nonexempt employees who meet the policy criteria. Only the PHR time entry supervisors may select this leave type on the employee time records. This USM policy can be found on the USM web site if you would like additional information. <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVII/VII725.html>

Please inform ALL of your unit's supervisors about this addition to the PHR system. If you have any questions regarding the use of this leave type, please contact the appropriate Administrative Office within your institution. For UMCP employees, policy questions should be directed to the University Human Resources, Staff Relations unit at (301) 405-5001.