

# SALARIED ASE TIME OFF TRACKING | QUICK GUIDE FOR DEPARTMENTS

The 2021-2024 ASE bargaining agreement provides that salaried ASEs will request time off for personal holiday, holidays, and sick time off in Workday. The requirements go into effect September 16, 2022. There is currently no entry of vacation time off. For complete details, refer to the [ASE contract](#). If ASEs have questions about tracking time off, refer them to the Salaried ASE Time Off Tracking Quick Guide for ASEs and [Time off for Academic Student Employees webpage](#) and [FAQs](#).

## Department responsibilities and Workday transaction

Timing and management of appointments affects time off awards. Please review the [ASE appointment FAQs for departments](#) to ensure your department is following proper procedures. Departments are responsible for communicating with salaried ASEs departmental policies and procedures for requesting time off and for ensuring that approvals are processed.

This table summarizes each Time Off type awarded to a salaried ASE with a 50% FTE with an academic year appointment starting in Fall Quarter. Complete time off provisions can be found in the [ASE contract](#).

Time Off type	Tasks for Department	Workday transaction	Detail
Holidays (Article 10)	<ul style="list-style-type: none"> <li>Remind ASEs to enter holiday taken time off otherwise they end up with a balance of holiday credit.</li> </ul>	<ul style="list-style-type: none"> <li>ASEs enter holiday taken time off which is automatically approved in Workday.</li> </ul>	<ul style="list-style-type: none"> <li>Entered for holidays during academic quarters in which they have an appointment as a salaried ASE.</li> </ul>
Personal Holiday (Article 10)	<ul style="list-style-type: none"> <li>Enter appointment by the campus approval deadline for the pay period ending 9/15. If that is not possible, enter appointment by the campus approval deadline for the pay period ending 9/30 to ensure the ASE receives the personal holiday.</li> </ul>	<ul style="list-style-type: none"> <li>Workday will check for eligible appointment on 9/16 and 10/1.</li> <li>Workday will award a 4-hour balance with no adjustment for FTE per appointment year annually at start on the effective date of the appointment.</li> </ul>	<ul style="list-style-type: none"> <li>Hours entered on the day they select to use as a personal holiday.</li> </ul>
Sick Time Off (Article 17)	<ul style="list-style-type: none"> <li>Enter appointment with an end employment date that aligns with offer letter.</li> <li>If it is not clear how positions may change (e.g., TA one quarter and RA the next), enter appointment for nine months and process terminations or job changes as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Workday will award 28 hours of sick time off per appointment year annually at start on the effective date of the appointment.</li> </ul>	<ul style="list-style-type: none"> <li>Entered when they need to miss scheduled work activities for one of the reasons listed in Article 17 (unless they can shift work activities to another time).</li> <li><i>Example 1:</i> TA responsibilities Mon. and Wed. but are sick. Request sick time off for Mon. and Wed. but not Tues.</li> <li><i>Example 2:</i> Doctor's appointment and planned to grade papers at the time of the appointment. Do not request sick time off if shift grading papers to another time.</li> </ul>