



**Center for Clinical and
Translational Research
Standard Operating Procedure**



Section: **Clinical Research Center**

Date Created: **March 3rd, 2008 as POL-12&22**

Title: **Attendance and Leave Requests**

Version Date: **January 1, 2023**

SOP Number: **AD03**

PURPOSE: The purpose of the standard operating procedure (SOP) is to outline the expectations of the Clinical Research Center (CRC) staff for reporting attendance, requesting leave and how extended hours will be covered by the Research Coordinators.

SCOPE: This SOP applies to all CRC personnel attendance and leave time requests.

The CRC provides services for clinical research. Services are customarily provided with the hours of 7:00am to 4:30pm, Monday through Friday. The amount of coordinator effort for a specific trial is arranged through an agreement between the CRC leadership and the Investigator or Sponsor. Extended hours coverage may be required for adherence to a specific research protocol. Hourly employees are scheduled by their direct supervisor so that the business needs of the department are supported.

PERSONNEL RESPONSIBLE: Accurate, efficient communication of requests and record keeping of employee time is a joint responsibility between the CRC leadership team and staff.

PROCEDURES:

Each CRC employee is responsible for knowing the leave policies and procedures for the parent institution in which they are employed and where to obtain further information if questions arise about leave.

Nebraska Medicine (NM) leave policy and procedures – NM has multiple policies that apply to various types of employee leave. NM Policies can be accessed at the link below:

<http://now.nebraskamed.com/policies-and-procedures-manual/>

University of Nebraska Medical Center (UNMC) leave policy and procedures – UNMC leave policy is #1001 and can be accessed at

https://wiki.unmc.edu/index.php/Policies_and_Procedures

- 1) How work time is tracked, depends on employment status:
 - a. NM staff
 - i. Non-Exempt employees use an automated timekeeping system for staff that are paid hourly and are required to log their daily time.
 - ii. Salaried employees are not required to log their time daily. Hours are pre-populated in Kronos and approved by leadership on a bi-weekly basis.



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- b. UNMC staff
 - i. Non-Exempt employees enter their time into Firefly on a weekly basis.
 - ii. The employee's direct supervisor or their designee approves the time electronically.
 - iii. Salaried (exempt) employees, who are paid monthly, do not complete time sheets.
- 2) CRC staff can submit requests for leave/paid time off or PTO in one of two ways. Prior to requesting time off, individuals should contact their direct supervisor via email with details of the request prior to submission in the NM/UNMC time systems. Leave requests will be evaluated on staffing and business needs.
 - a. UNMC
 - i. Submit requests through Firefly.
 - ii. Request is routed to the assigned approver for review.
 - iii. Approval or denial is sent via email notification to the requestor
 - iv. Time off is recorded on a tracking sheet.
 - b. NM
 - i. Submit requests through the Kronos system.
 - ii. Time off is recorded on a tracking sheet.
 - c. Time off will be input on the employee's Outlook calendar and marked as "Out of Office" for the status during that period. An out of office automated response message will be turned on as well.
- 3) The CRC leadership team reviews the accumulation of sick and vacation time.
- 4) Sick Leave requests – employees must call or text their direct supervisor on their cell phone at least 30 minutes prior to their scheduled start time. Unscheduled time out is counted and reported on employee's annual evaluation.
- 5) Inclement Weather requests – employees must call or text their direct supervisor on their cell phone at least 30 minutes prior to their scheduled start time if requesting vacation. Roles deemed as majority in office must discuss with their direct supervisor if a remote workday is an option. Business/clinic needs will be taken in to account when reviewing requests.
- 6) The clinical research center provides clinical support to various research protocols requiring varying degrees of support during and outside of normal operating hours. The Clinical Research Center leadership reserves the right to adapt work schedules and/or flex time to provide adequate work/life balance for staff while simultaneously providing support for research at UNMC/NM.



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RESOURCES:

NM Kronos – My Time system Base Schedule – ESS Guide found on
<http://intranet.nebraskamed.com/employeeResources/MyTime.aspx>

Nebraska Medicine:

- [HR01 - Attendance](#)
- [HR17 – Holidays/Floating Holiday – Holiday Pay](#)
- [HR18 – Family Medical Leave Act \(FMLA\) or Medical Leave of Absence](#)
- [HR22 – Paid Time Off \(PTO\)](#)
- [HR55 – Personal Leave of Absence](#)
- [HR56 – Funeral or Bereavement Leave](#)

UNMC [#1001 Employee Leave](#)

Department Approval

Signed <u>Charles E Miller</u>	Date: <u>1/11/2023</u>
<u>Clinical Research Center Administrator</u>	

Signed <u>Katie Penas</u>	Date: <u>1/15/2023</u>
<u>Clinical Research Manager</u>	

Signed <u>Serena Gaines</u>	Date: <u>1/12/2023</u>
<u>Research Nurse Manager</u>	

Signed <u>[Signature]</u>	Date: <u>1/18/2023</u>
<u>Assistant Vice Chancellor for Clinical Research</u>	