

## Leave Accounting - Emergency and Personal Charged to Sick Exception Report

Report Name	LVA0001_Time_Off_EMR_n_Sick_by_Site.rpt
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### **Perquisites:**

You must be the Leave Accounting site contact to run this report. You must have been setup in Custom Reports security group to gain access to the report.

### **Purpose of the Report:**

This report identifies employees who have used more than 6 days of a combination of emergency and personal charged to sick days. **This report should be ran monthly.**

### **Specific Policy Language**

Use of Sick Leave for Emergencies and Personal Reasons:

#### A. Personal Charged to Sick

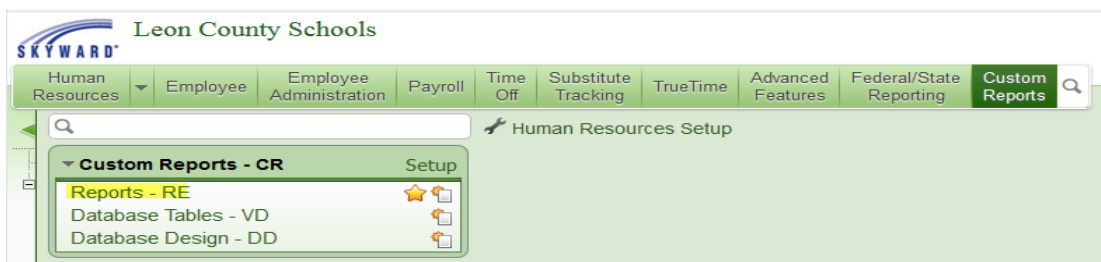
Employees are entitled to use six (6) days of accrued sick leave each year for personal reasons. These six (6) days are not cumulative.

#### B. Emergencies

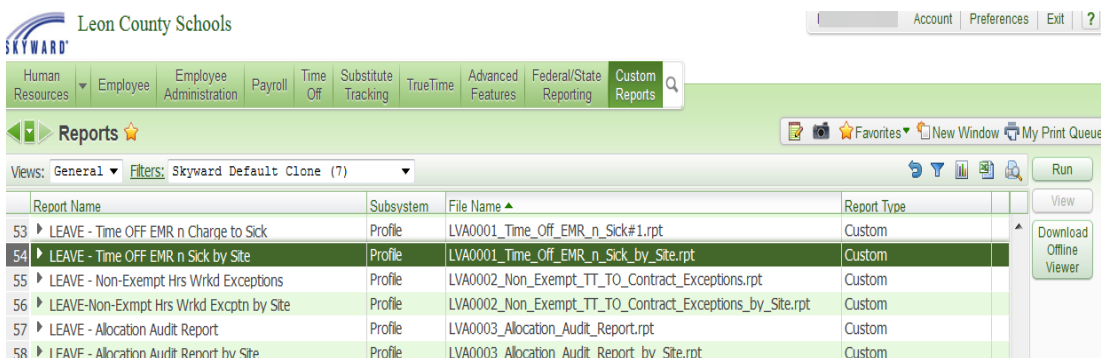
Employees are entitled to use two (2) days of the six (6) days of personal charged to sick leave each year for a bona fide emergency that could not be foreseen by the employee at least twenty-four (24) hours in advance. Emergency leave is not cumulative. The site administrator is responsible for seeing that the leave is taken for the purpose intended.

### **Required Navigation to Report:**

1. From *Human Resources* → *Custom Reports* → *Reports* → *LVA0001\_Time\_Off\_EMR\_n\_Sick\_by\_Site.rpt*



2. Select Report - *LVA0001\_Time\_Off\_EMR\_n\_Sick\_by\_Site.rpt*



3. Click Run
4. Set Parameters

### **Parameter description:**

- 1) You set the report to either “PDF Export Options” or “Excel Export Option”. *Default “PDF Export Options”.*
- 2) **Begin Date:** Use 7/1/20XX. Always use July 1 of the current fiscal year.
- 3) **End Date:** Use 6/30/20XX. Always use June 30 of the current fiscal year.
- 4) **Employee Status to Display** has the following two options:
  - Not Exceeded 6 Days Max
  - Exceeded 6 Day Max
- 5) **Your Skyward Name-ID:** Will automatically default to the Name-ID of the user running the report.

**Note:** Only point of contact or Bookkeeper from the site will be setup to only have access to this report.