

Massachusetts General Hospital  
Department of Biomedical Engineering  
Policies and Procedures  
Scheduled and Unscheduled Earned Time

1. Policy

- 1.1. This policy outlines definitions and circumstances related to Scheduled and Unscheduled Earned Time.
- 1.2. There are two requirements for Scheduled Earned Time: sufficient notification by the employee and granting of the necessary approval(s). Both of these requirements must be met in order to secure Scheduled Earned Time.
- 1.3. All Scheduled Earned Time requests of two weeks' duration or less require the approval of the requesting employee's supervisor. All Scheduled Earned Time requests longer than two weeks in duration require the approval of the supervisor AND the department Director.

2. Definitions and Regulations

- 2.1. Scheduled Earned Time: Earned Time taken as time off that is approved with sufficient advance notice given by the employee in accordance with guidelines established by the individual unit or department. (MGH definition)
- 2.2. Unscheduled Earned Time: Earned Time taken as time off without prior approval and/or sufficient advance notice given by the employee in accordance with guidelines established by the individual unit or department. (MGH definition)
- 2.3. Sufficient advance notice: Duration between when the supervisor receives an employee's request for time off and the start of the time off period.
- 2.4. Sufficient advance notice varies with the amount of time off being requested (all times are in working days):

<u>Amount of time off requested</u>	<u>Minimum sufficient advance notice</u>
1 day (or less)	2 days
1.5 - 3 days	3 days
3.5 - 5 days	5 days
More than 5 days	equal to the number of days off requested

Under these definitions, employees cannot ever request the "next" working day as a Scheduled day off, nor can they request on Friday to have the following Monday (or Tuesday of a holiday week) as a

Scheduled day off. For example, in order to have Wednesday as a Scheduled day off the employee would have to submit the request to their supervisor by Monday morning at the latest.

In another example, if an employee wishes to have Thursday and Friday as Scheduled days off, they would have to notify their supervisor by Monday morning at the latest in order to satisfy the three working days advance notice criteria.

- 2.5. Employees should note well that these are minimum criteria. Employees have a responsibility to give as much notice as possible to help the supervisor to plan around the absence. There is no such thing as “too much notice.”
- 2.6. Employees are advised not to book any travel arrangements without obtaining prior approval for time off from their supervisor.
- 2.7. Supervisors must respond to time off requests in a timely fashion but they are not obligated to provide immediate response to last-minute requests.
- 2.8. Continuous absences that start as Unscheduled will remain as Unscheduled until the employee either returns to work or meets the criteria to begin using Extended Sick Leave (ESL).
- 2.9. All Earned Time is considered Unscheduled until the criteria for Scheduled Earned Time have been met, i.e. the employee receives written approval from their supervisor and the administrative staff is notified. If the administrative staff does not have written approval of the absence, they will document the absence as Unscheduled in the timekeeping system.

### 3. Procedures

#### 3.1. Scheduled Earned Time

- 3.1.1. The employee submits a time off request to their supervisor via the Scheduled Earned Time (SET) Request Form on the department website (Biomed Staff Only → Other → MGH).
- 3.1.2. The supervisor receives the request in their inbox, reviews, and, if the request is not more than two weeks’ duration, approves or denies via email reply, copying the timekeepers for approvals.
- 3.1.3. If the request is more than two weeks’ duration, the supervisor either denies the request, or gives preliminary approval via email reply, and copies the Director for final approval.
- 3.1.4. The Director grants final approval (or denial) via email reply to the employee, copying the supervisor and timekeepers.

### 3.2. Unscheduled Earned Time

- 3.2.1. If an employee is unable to come to work on a day that they are not scheduled to be off, then the employee must notify their supervisor and the administrative staff as soon as possible, by phone or email.

### 3.3. Supervisors and Backups

Employees are expected to submit their Scheduled Earned Time Request Forms to their supervisor. In the event that the supervisor is known to be unavailable and unreachable, the employee will submit the form to the supervisor's backup, unless otherwise directed by the supervisor. This should only be for urgent requests, and as a last resort.

#### Related Policies:

Pay – Earned Time (MGH)

Supervisors and Backups (BME)

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