



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 15, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-17

Distributed via Campus Email

MEMO TO: Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: Appointments and Responsibilities of Leave Coordinators

The Departmental Leave Coordinator fulfills an important responsibility. Each Department must designate an individual employee as the Departmental Leave Coordinator in consultation with the Office of Human Resources. Please ensure that:

- A Departmental Leave Coordinator has been appointed for your Department/Departments within your oversight.
- The duties and responsibilities of the Departmental Leave Coordinator are brought to the attention of all employees in the Department to ensure their understanding and proper coordination of leave matters (see description below).
- The Position Description Questionnaire of the Departmental Leave Coordinator is modified as necessary to reflect the set of duties and responsibilities indicated in this memorandum, with a percentage effort for this function specified, based on the number of employees in the department.
- Routine day-to-day coordination of leave matters is conducted with Ms. Kim Spacek of the Office of Human Resources, who is the Central Leave Coordinator for the entire University for leave matters.

The role of the Departmental Leave Coordinator is to:

- Assist employees with the Leave Traq System in:
  1. resetting passwords,
  2. providing employee Universal Identification Number, and
  3. answering questions regarding the Leave Traq System.
- Review on a daily ongoing basis all employee leave documents to:
  1. check the status of documents "In Progress", "Rejected Documents", and those needing managerial approval,

2. send reminders to employees if they have incomplete documents that need their attention,
  3. forward supporting documentation to the Office of Human Resources for employee leave documents, such as doctor excuses, jury summon work releases and payroll adjustment forms,
  4. ensure that employees submit leave documents when absent from the University,
  5. verify the dates in the employee's leave document for accuracy, and
  6. keep a record of compensatory time earned and used by all employees.
- Review all leave documents on a monthly basis to ensure that employees are receiving their monthly vacation accruals.
  - Attend meetings with Central Leave Coordinator, which are mandatory on a quarterly basis, to stay current with the University's procedures on leave and time keeping and to discuss issues regarding leave and time for which clarification is needed.

I will appreciate your prompt attention to the contents of this memorandum and your ensuring that the functions of the Departmental Leave Coordinator are well documented and well understood. Any questions that the Departmental Leave Coordinator may have about leave coordination should be directed to Ms. Kim Spacek at [kaspacek@pvamu.edu](mailto:kaspacek@pvamu.edu) or on phone (936) 857-2991.

Thank you in advance for ensuring that the leave coordination function is effective.