

Work Schedules

The College of Nursing regularly scheduled working hours are from 8:00 am – 5:00 pm. An uninterrupted lunch break is required and it is not to be taken at the beginning or end of the day. The lunch break must be at a minimum of 30 minutes and a maximum of 60 minutes. Flex schedules can be implemented with approval from the employee's direct supervisor, Director of Finance, Administration and Operations and the Dean (i.e., 7:30-4:30, 8:30-5:30 or 9-6). Requests for flex schedules must be submitted via the CON Permanent Flex Schedule Request Form and signed by all parties and retained in the employee's departmental HR file. Below is the link to the University of Tennessee's Attendance Policy.

https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0505

Absences

Annual Leave

Per [HR0305](#), annual leave may not be taken until accrued and may not be advanced. Leave must be approved in advance by the supervisor. Failure to follow departmental procedure in requesting leave and obtaining approval may result in the use of leave being denied. [Per HR0505](#), Staff and student employees are expected to be at work on time for their scheduled work period. The employee's supervisor must be informed prior to the beginning of the work period of any absence or variation from the established work schedule.

The College of Nursing requires that annual leave be requested via a Request for Temp Absence Form. The approved form should be emailed to the Director of Finance, Administration and Operations prior to the leave being taken.

Sick Leave

Per [HR0380](#), Sick leave may not be taken until accrued and may not be advanced. When possible, e.g., medical appointments, it must be approved in advance by the supervisor. The university may require a physician's statement of illness or injury before granting sick leave. The university may require a fitness for duty certificate in accordance with POLICY HR0338, Family and Medical Leave. Abuse of sick leave by an employee may result in the withholding of payment for the sick leave and possible disciplinary action. [Per HR0505](#), Staff and student employees are expected to be at work on time for their scheduled work period. The employee's supervisor must be informed prior to the beginning of the work period of any absence or variation from the established work schedule.

The College of Nursing requires that an employee communicate via phone call, text or email with their direct supervisor prior to the start of their scheduled working hours if they will be unexpectedly absent. The direct supervisor will then provide the Director of Finance, Administration and Operations notice of the absence.

Telecommuting

Telecommuting is defined in UT Policy [HR0480](#) as a work arrangement approved by the supervisor in which employees work for at least part of their work hours at remote locations, usually at home, using computers and other telecommunications equipment to carry out their responsibilities.

The College of Nursing requires telecommuting schedules to be pre-approved by the employee's direct supervisor, Director of Finance, Administration and Operations and the Dean. The College does not permit non-exempt staff to telecommute.

Inclement Weather Policy

Per [HR0320](#) & [UTK Inclement Weather or Other Emergency Closing FAQ](#) , At times it may be necessary for the chief administrator or designee of a campus or institute to declare specific hours as administrative closing as the result of inclement weather or other emergency situations. The specific hours of suspended operations will be recorded as unscheduled administrative closing leave. If an employee makes the decision not to attend work due to inclement weather, but the University has not officially closed, the employee may use Annual Leave, Comp Time Owed, Personal Day Leave or Unpaid Absence for the work absence.

Comp Time

[Per HR0445](#) – Overtime Compensation, Any work by a non-exempt student or staff employee that exceeds 40 hours in a workweek is considered "overtime." The university's workweek begins at 12:00 a.m. Monday and concludes at 11:59 p.m. Sunday. Supervisors may require employees to work overtime. An employee who wishes to work overtime voluntarily must first receive approval from an appropriate supervisor. No employee is authorized to work overtime without first receiving either instruction or approval from an appropriate supervisor. When an eligible employee works overtime, the university will provide compensatory time in accordance with this policy, unless campus procedure or department practice provides for the payment of monetary compensation. The university provides compensatory time at the rate of one and one-half hours of compensatory time for every hour over 40 worked in a workweek. Overtime pay is provided at the rate of one and one-half times an employee's regular hourly rate of pay for every hour over 40 hours worked in that workweek. Holidays and administrative closings are included in hours worked; all other leave with pay is excluded from overtime calculations.

The College of Nursing requires non-exempt staff to obtain authorization to work overtime, prior to the overtime being earned, from the employee's direct supervisor and the Director of Finance, Administration and Operations. The College's normal practice is to provide compensation time for overtime, however, in special circumstances, monetary compensation may be provided.