

Definitions for Time Management SWOs

The following definitions provide general guidelines for use of the Time Management Standing Work Orders. Please consult the referenced websites for more detailed information on UT Policy.

Suffix Description

0002 SICK LEAVE

Per UT Leave Policy, Employee may use available accrued Sick Leave for:
Employee's Medical Condition
Care of Immediate Family
Care of Family Who Do Not Reside in the Same Household
Parent-Teacher Conferences.

Leave time may not exceed available balance.

<http://www.utexas.edu/policies/hoppm/07.F.11.html>

0003 TRAVEL TIME

Time spent in transit between shop and jobsite, or jobsite to jobsite; excludes travel time directly related to a job. As with all labor reporting, travel time is to be reported in 15-minute increments.

Note: This definition may require modification for some crews, such as Transportation.

<http://www.utexas.edu/policies/hoppm/07.F.17.html>

0004 BREAK TIME

Standard time for breaks as allotted by UT.

<http://www.utexas.edu/policies/hoppm/h0935.html>

0005 HOLIDAY LEAVE

Paid leave for regular, scheduled UT holidays.

<http://www.utexas.edu/policies/hoppm/07.F.06.html>

0006 VACATION LEAVE

Employee may use available accrued Vacation Leave; advance notice should be provided whenever possible. Leave time may not exceed available balance.

<http://www.utexas.edu/policies/hoppm/07.F.01.html>

0007 TRAINING TIME

All job-related training, including safety training (in or out of the shop), conferences, teleconferences, offsite training, and any related travel time. Additionally includes on-the-job training where supervisor is present. Consult the UT Policy on Travel for details on eligible travel time.

Definitions for Time Management SWOs

0008 CREW TIME

Time spent in support of shop operations, including:

- General Cleaning, Repair, Maintenance of shop, vehicle, equipment, etc.
- Crew/Staff Meetings
- Timekeeping (FAMIS Labor Entry or ETR for self)
- Duty Assignments

0009 OTHER TIME

Non-work related time spent on UT activities, such as:

- UT or Community Service (Poker Walk, SLICE Awards, Orange Santa, etc.)
- Shop Celebrations (Retirement Party, Baby Shower, etc.)

Non-job-related training, such as:

- Approved College Course Work
- Volunteer Emergency Responder Training (Firefighter, Red Cross, etc.)

<http://www.utexas.edu/policies/hoppm/07.F.15.html>

SWO 0009 Other Time does not apply to Leave.

0011 UNPAID LEAVE

Leave without pay.

<http://www.utexas.edu/policies/hoppm/07.F.08.html>

0012 MISC. PAID LEAVE

Leave with pay not covered elsewhere, including:

- Comp Time/OT Comp
- Jury Duty
- Funeral Leave, Weather Day, Emergency Closure, etc.
- Voting, Day of Remembrance, Administrative Leave (OTHER on ETR)
- Sick Leave Pool
- Exemplary Service Award
- Floating Holiday
- WCI Benefit (day of injury only)
- Volunteer Emergency Responder Leave
- <http://www.utexas.edu/policies/hoppm/07.F.15.html>
- Military Training
- <http://www.utexas.edu/policies/hoppm/07.F.09.html>
- Special Holiday

0013 SHOP ADMINISTRATION TIME

Supervisory or administrative type duties, including:

- FAMIS Responsibilities
- Phone Duty
- Timekeeping (FAMIS Labor Entry or ETR for others)