Dean's Office coverage for college units

**Defining Dean’s Office Coverage**

The Dean’s Office will provide coverage for external departments, within the parameters provided below. Coverage consists of processing HR and financial transactions within Workday only. Coverage does not include providing other administrative services such as those normally performed by an Executive Assistant or departmental administrator. Units should make every effort to take care of covering workloads around vacation and sick time within their departments first, before seeking Dean’s Office assistance during periods of vacation and sick leave.

Coverage for vacation time:

- The Dean’s Office **will not** provide any coverage for staff that go on vacation.
  - Units should consider peak processing times and plan vacations accordingly.

Coverage for sick time:

- The Dean’s Office **will** provide coverage for the following circumstances:
  - Continuous FML
  - Out sick for more than 3 business days
  - Urgent payroll items that would result in a non-payment to an employee
- The Dean’s Office **will not** provide coverage for the following circumstances:
  - Intermittent FML
  - Out sick fewer than 3 business days

Coverage for turnover:

- The Dean’s Office **will** provide coverage when an employee that holds processing roles in Workday vacates their position until such time that the position is filled.