

FACULTY LEAVE AND TIMESHEET POLICY

Faculty Leave

Faculty are to reference [HOP 4.7 Work and Leave Administration](#) policies regarding leaves available at UT Health San Antonio.

Faculty are responsible to submit a Leave Request in Kronos. It is crucial for faculty to identify and notify a faculty colleague to cover teaching, practice, research, and other job duties during the time of absence. The relevant Associate Dean or Vice Dean must also be notified of the pending absence. This notification is required regardless of coverage plan or class cancellation. The leadership team shares the responsibility of making sure daily operations continue seamlessly, and faculty timeliness in notification is essential.

OFE Senior Manager collects the leave submitted from Kronos and enters on a spreadsheet for distribution to the Vice Deans and Associate Deans for approval every Friday.

Faculty are responsible to submit any changes or cancellations through Kronos on leave that have been previously approved. OFE staff ensure that approved leaves are added to the OFE calendar.

Faculty Timesheets

All faculty are required to submit a timesheet, reference [HOP 4.6.10](#).

Timesheets are to be approved through Kronos by the last day of each month.

Faculty can view accrual balance in Kronos.