Clinical Research Enterprise (CRE)
Standard Operating Procedures
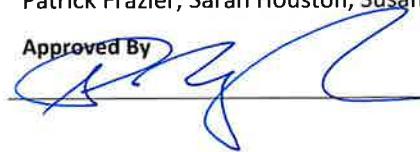## Work Hours/Leave Requests/Sick Leave Policy

SOP #:	1.10
Version:	1.2
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Approval:	Approved By _____

Date
01-OCT-2023

Revision History:	**Version**	**Effective Date**	**Description**
	1.1	9/1/2022	Updated to reflect continued hybrid work
	1.2	10/1/2023	Updated to reflect process changes

Purpose

This policy addresses work hours, leave requests and sick time requirements for CRE employees.

Appendices

- Request for Leave Form

Scope

This SOP applies to all CRE research and support staff.

I. **Work Hours**

    a. A 40 hour work week is expected of all full time employees. If a study requires a staff member to be on call, a schedule will be discussed with their manager (Manager-Research Nursing or Manager-Clinical Research Regulations). Flexibility is permitted in order to meet the demands of clinic, patient, physician and staff schedules. All employees are expected to be available by 0830. If a staff member is not going to be available by 0830, they must notify their manager (Manager-Research Nursing or Manager-Clinical Research Regulations). If a staff member is going to be unavailable before 1600, they must notify their manager (Manager-Research Nursing or Manager-Clinical Research Regulations). Individual schedules can be discussed with your manager. Leave during the day for greater than 1.5 hours must be approved by their manager .

II. **Leave Request**

    a. Staff members must complete a leave request form for scheduled time away from the office and return it to their manager. This includes vacation and

personal days, training and development courses and investigator meetings and trainings. This is not an inclusive list.

b. The staff member requesting leave must provide a signed Absence Request form and enter the requested time in eLAS before manager approval. If coverage is required, the staff member covering must also sign the Absence Request form. If coverage is not required "No Coverage Needed" may be entered into the "Coverage Arranged With" space. Copies of signed, approved forms should be saved in shared staff folders.

c. The CRE needs to be staffed with multiple study coordinators and one administrative staff daily. Leave requests may be denied by the manager in order to accommodate this need. Special circumstances may supersede this policy and will be managed by the manager.

d. The manager has the ability to approve or deny requests. Copies of leave requests with your manager's approval or denial will be provided to the staff member. Approved requests will be placed on the shared calendar.

e. It is the responsibility of the study coordinator/administrative staff member to arrange coverage with another coordinator/administrative staff member and leave the contact information of the coordinator providing coverage on all out of office notifications including, but not limited to, email and UAB cell phone voicemail. The study coordinator/administrative staff member must also review his/her patient schedule and/or any issues that will need to be covered while he/she is on leave.

f. Out of office notifications must be placed on the employee's email and voicemail. The notification should include the dates out of the office, who is covering for him/her, and the contact information for the person covering.

III. **Sick Leave**

a. When an employee is sick, they must notify their manager by phone or text and may also follow up by email. The "UAB Policy and Procedure Library" found at www.uab.edu/policies will be followed in regards to allowable sick time and paid sick time.

b. Extended sick time may require a doctor's excuse.

c. While out sick, the employee must put an out of office notification on email until he/she returns. An immediate supervisor (Manager-Research Nursing or Manager-Clinical Research Regulations) can assign coverage if the employee out sick is unable to make arrangements with another staff member.

IV. **Refer to www.uab.edu/policies for more information regarding UAB's policy on absences and leave.**

9/1/2015

V.   Employee should refer to completed telecommunicating agreement for further details and information.

9/1/2015