# Iowa State University / Ames Laboratory Leave Information

The Iowa State University (ISU) website contains the official policy information regarding paid or unpaid leave.

For questions regarding specific types of leave and how they might apply to you, please contact Mallory in Ames Laboratory Human Resources at 294-8062.

For questions regarding navigation of specific Ames Laboratory leave systems, please contact Ames Laboratory Information Systems at 294-8348.

For questions regarding leave balances, accruals and leave information in general, please contact Sheila in Ames Laboratory Accounting at 294-4574 or Ames Laboratory Human Resources at 294-2680.

The ISU website contains information about the following topics:

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| Adoption | Leave of Absence without Pay |
| Catastrophic Illness or Injury | Medical Appointments |
| Converted Sick Leave | Military Leave |
| Emergency | Pallbearer/Funeral Attendant |
| Family Medical Leave Policy | Pregnancy |
| Flexible Hours Program | Severe Weather and Emergency Closings |
| Funeral | Sick Leave |
| Holidays | Vacation |
| Jury Duty and Court Service | |

Leave Balances

Leave accrued each month is entered into AccessPlus (ISU-managed system) and Deltek Time & Expense (Ames Laboratory-managed system) on the 8th day of the following month and is not reflected in either system's leave balances until that time. The expected accrual should be added to the current month's total to reflect the actual leave balance.

Ames Laboratory employees can check their leave balances in two places:

- AccessPlus. Select Employee Tab (top right), Payroll Info (option listed on left-hand side), Vac/Sick Leave.
- Deltek Time & Expense (T&E). Click on Timesheet (option listed on left-hand side), select Leave (under Timesheet heading near top of page), click drop-down arrow in Leave Type field to select a leave type. The current balance displayed includes leave taken to date, leave requests for future dates, and leave earned and recorded to date.

The leave balances in the two systems may not match if a leave request was entered into T&E for leave that will be taken in a future month. The leave balance in AccessPlus does not include leave requested for future months.

Time Sheets

E-base employees must complete a monthly time sheet including hours worked, holiday hours, leave used, overtime earned and compensatory time earned.

A-, D-, and P-base employees only need to enter a time sheet when leave is used.

All time sheets must be signed by the employee in order for them to be routed for approval by their supervisor. Time sheets are processed twice per month and must be kept up-to-date. If leave needs to be entered for a previous month, it is acceptable but not a best practice. Past accruals may be adjusted if leave taken mandates it.