Texas Tech University Health Sciences Center
Leave Decision Matrix

Are you able to work? (including remote work)

Yes
Report hours worked
Non-exempt WTE or TCP
Report hours worked (Unless Sick or Vacation are applicable)
Exempt
No reporting required for normal work schedule (Unless Sick or Vacation are applicable)

No
Complete Non-Work Pandemic Leave Request (Unless the reason you are unable to work is related to Sick or Vacation. If so, see Sick and Vacation reporting.)
Non-exempt WTE or TCP
Report NWPD (Unless Sick or Vacation are applicable)
Exempt
Report NWPD (Unless Sick or Vacation are applicable)

Intermittently
Non-exempt WTE or TCP
Report NWPD (Unless Sick or Vacation are applicable)
Exempt
Report NWPD (Unless Sick or Vacation are applicable)

Sick Are you or an eligible family member sick?

Yes
Could this illness qualify as a Serious Health Condition under FMLA? If unknown, contact local HR Director
Non-exempt WTE or TCP
Report hours worked AND Report NWPD for remaining hours (Unless Sick or Vacation are applicable)
Exempt
Report NWPD for leave hours (Unless Sick or Vacation are applicable)

No
Complete Online Application for Family and Medical Leave
Do you have Sick hours available?

Yes
Report Sick
Non-exempt WTE or TCP
Exempt

No
Do you have Holiday Comp or Vacation hours available?

Yes
Report as Vacation
Non-exempt WTE or TCP
Exempt

No
Contact your local HR campus Director for additional options

Vacation Are you requesting time off?

Yes
Report as Vacation
Non-exempt WTE or TCP
Exempt

No
Contact your local HR campus Director

Campus Campus HR Director Email Phone
Abilene Joy Alsabrook joy.alsabrook@tthsc.edu (325)696-0458
Amarillo/Dallas Devona Smith damhr@tthsc.edu (806)414-9951
Lubbock Kelly McGinnis hrleavadmin@tthsc.edu (806)743-4210
Managed Care Michael Anderson mchr@tthsc.edu (806)743-3292
Permian Basin Elizabeth Balderrama permianbasin.hr@tthsc.edu (432)703-5197
**Glossary of Terms:**

**Mission Critical (Essential):** Minimum number of people needed to continue our mission essential functions.


**Non-Work Pandemic Leave Request:** [https://www.ttuhs.edu/coronavirus/hr.aspx](https://www.ttuhs.edu/coronavirus/hr.aspx) - Located in COVID-19 TEAM MEMBER GUIDE section. This form is only to be completed by team members claiming NWPD.

**Non-Exempt:** Team members that are paid on an hourly basis. Hours worked and leave are reported using WTE or TCP.

**Exempt:** Team members that are paid on a salary basis. Leave hours are reported using WLR.

**Time Reporting Methods:**

**WTE – Web Time Entry:** *Non-exempt* team members use WTE to report hours worked and leave time taken. WTE is accessed from the Employee tab on WebRaider by selecting the My Timesheet (Non-Exempt Employees Only) link in the My Texas Tech Information section.

**TCP – TimeClock Plus:** *Non-exempt* team members using TCP now have the option to clock in and out using the WebClock feature online from your home.

- Instructions from Payroll on WebClock operations: [https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/employees.php](https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/employees.php)
- Instructional guide: [https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/documents/v7-webclock-guide.pdf](https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/documents/v7-webclock-guide.pdf)

**WLR – Web Leave Reporting:** *Exempt* team members use WLR to report leave time taken. WLR is accessed from the Employee tab on WebRaider by selecting the My Leave Reports (Exempt Employees Only) link in the My Texas Tech Information section.

**Leave Types Addressed in this Guidance:**

**NWPD - Non-Work Pandemic Leave:** This is an institutional leave type established to provide paid leave to team members who are unable to work from home because their job cannot be performed remotely. If work becomes available, team members are expected to work remotely.

**Sick:** Leave type used for reporting sick leave. Notify supervisor using departmental leave reporting procedures. Enter Sick hours using your time reporting method.

**Vacation:** Leave type used for personal time off. Request time-off using departmental leave request procedures. Report Vacation hours using your time reporting method.

**Holiday Comp:** Leave type used for personal time off. Request time-off using departmental leave request procedures. Report Vacation hours using your time reporting method.