



Vacation & Sick Leave Reporting

Vacation

Requests to take vacation must be submitted to your supervisor, with cc to rmader@ursainfosystems.com, and approved two weeks in advance.

Once approved, Ronda will include the vacation days on the Ursa Google Calendar.

Log vacation time taken in the “Projects: Ursa Time Off” analytic account in the PM System.

Effective January 1, 2017, employees will accrue vacation according to the following schedule:

- 10 days per year accrual (3.33 hours per pay period) begins immediately and continues through the fourth year of service
- 15 days per year accrual (5 hours per pay period) begins on the employee’s fourth anniversary of service with Ursa

Sick Leave

If you are unable to report for work due to illness, doctor appointments, or taking care of sick family members, email your supervisor before 8:00 a.m. As a courtesy, cc rmader@urainfosystems.com with the total number of hours of sick time taken.

Log sick time taken in the “Projects: Ursa Time Off” analytic account in the PM System.