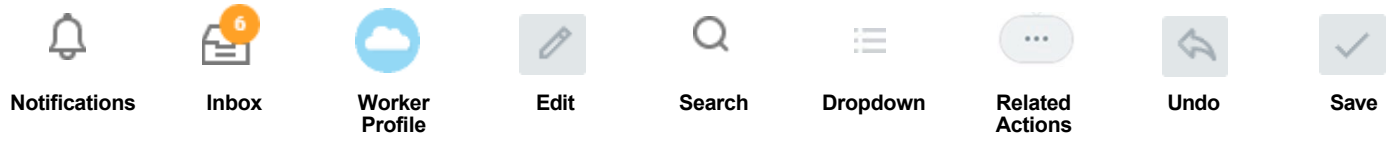
Adding RIF Time

Common Workday Icons



Intended Audience

Leaders/Timekeepers/Employees

Background

RIF is used to note hour's employees were scheduled to work but did not due to census/volume.

Employee Type	Rules

Regularly Scheduled Employees	• Accrue earned time on any type of RIF
	• Are paid earned time for the following RIFs
	  ○ RIF Mandatory Uses ET
	  ○ RIF Voluntary Uses ET
	• Are **not** paid earned time for the following RIFs
	  ○ RIF Mandatory no ET Used
	  ○ RIF Voluntary no ET Used

Per-Diem Employees	• Do not accrue paid time off on any type of RIF
	• Can use the following unpaid RIFs for tracking purposes
	  ○ RIF Mandatory no ET Used
	  ○ RIF Voluntary no ET Used
	• Can enter Maine Earned Time to be paid for RIFs

Approval is required when a time off request is entered by an employee. When viewing the **Absence Calendar**:

- **Green Absences** have been approved by the manager/timekeeper
- **Gray Absences** are awaiting approval by the manager/timekeeper

Time Off Entry Job Aids

Select your role below to view the instructions:

- Employee
- Timekeeper
- Manager

Still have questions? Contact HRWorkdaySupport@mainegeneral.org

workday.
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