
Effective: 3/1/2002

ASU SPP Manual Revision Notice

<p><u>SPP 214</u></p> <p>Flexible Employment Program</p>	<p>Revision of Policy</p> <p>Revised to change the name of a form to “Flexible Employment Conversion Application Program Agreement,” to add a heading, to renumber the entries in a list, and to update the terminology used</p>
<p><u>SPP 701-01</u></p> <p>Sick Leave—General Policy</p>	<p>Revision of Policy</p> <p>Revised to clarify FTE (full-time equivalency) and hours</p>
<p><u>SPP 702-01</u></p> <p>Vacation Leave—General Policy</p>	<p>Revision of Policy</p> <p>Revised to clarify FTE (full-time equivalency) and hours</p>
<p><u>SPP 706</u></p> <p>Military Leave</p>	<p>Revision of Policy</p> <p>Revised to change “30 working days” to “30 calendar days” and to add a link to “Military Leave: Frequently Asked Questions” on the Web site of the Office of General Counsel</p>
<p><u>SPP 1101</u></p> <p>Personnel Records</p>	<p>Revision of Policy</p> <p>Revised to state that direct deposit authorization forms and payroll deduction authorizations are maintained in the employee’s official file, not in separate records</p>

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