



**Procedure Name:** Procedure for Leave Time Requests and Reporting

**Related to which policy:** N/A

**Related Policy Code:** N/A

**Date Last Updated:** December 14, 2017

**Specific Procedures Outline:**

**Administrator's Time Off Reporting** - Complete 'Request for Leave' forms for all absences. Have 'Request for Leave' forms approved by the Superintendent prior to absences, when possible. The Superintendent will return the approved forms to the employees. Employees should hold on to approved requests for leave and submit to your secretary (school personnel), or the Fiscal Analyst (Business Office personnel) when the time is actually taken, and for the dates of the appropriate pay period. (The pay period is the two weeks prior to the check date). Each School Secretary will post absences with the appropriate pay period. The Fiscal Analyst will only post time for Business Office Personnel.

**Teacher's Time Off Reporting** - Complete 'Request for Leave' forms for all absences. Have 'Request for Leave' forms approved by the Principal prior to absences, when possible. The Principal will return a copy of the approved forms to the employee, and the original will be given to the school secretary. If an employee realizes they will not take the time off, they are responsible for completing the cancellation section of their copy and turning it in to the school secretary. The original request should be placed in a 'pending' absence tracking file to be entered based on the pay period it falls in. The school secretary will enter the time taken and submit the leave forms to the Business Office with the bi-weekly payroll. If they receive a cancellation form, the cancellation and original approved form can be stapled together and turned in to the Business Office to file.

**Hourly Paid Staff** - Complete 'Request for Leave' forms for any planned absences. Unplanned absences (sick leave only) can be reported directly on a time sheet, and does not need an approval form. Have 'Request for Leave' forms approved by Principal or your supervisor prior to absences, when possible. The approving supervisor will return the approved form to the employee. Please hold your approved requests and submit them attached to your bi-weekly timesheet for the pay period in which the time off actually falls. Report all time off on your bi-weekly time sheet, in the appropriate column. In the event you have approved time off, but do not use it, simply discard your time off form, and do not report the time off on your time sheet. If using a Floating Holiday, please identify which one. Each school secretary (school Personnel) or the Fiscal Analyst (Business Office Personnel) will post absences within the appropriate pay period.

**\*\*\*If the time off requires pre-approval from a supervisor, please attach the completed, approved 'Request for Leave' form to the Timesheet that aligns with the appropriate pay period. (The pay period is the two weeks prior to the check date).**

Once you've entered the time off in to ADS, please check off the indicator box on the forms.

**Note:** Prior dates of drafts of this procedure: N/A

**Clarification:** *This most recent procedure is the one that is to be used. All prior drafts are null and void.*