

LEAVE REQUEST PROCESS FOR YEAR ROUND STAFF
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1. Year round staff completes the “Request for Leave For Year Round Staff” form and submits it to his/her supervisor for their approval. The supervisor shall initial the form on the lower right hand corner and send it to the Superintendent at least two days in advance of the leave for planned leave.
2. The Superintendent reviews the form and approves/disapproves the leave request.
3. If approved, the form goes to the payroll person where it is entered into the Administration Calendar in the email system.
4. The payroll person will scan the signed, approved, recorded form and email it to the submitter for his/her files.
5. The original, approved form will be filed in the submitter's personnel file.
6. If the leave is not approved, the original form goes back to the submitter.
7. If after submitting a request, a change needs to be made (for example, an appointment was cancelled or a vacation day not taken), please contact the payroll person to make the adjustment.

Friday, June 13, 2014