

LEAVE REQUEST

A description of the types of leave (paid and unpaid), the number of days available, and the conditions under which leaves of absence are approved are found in the applicable union contract or Board of Education policies.

Procedure:

1. For paid leaves of absence (Ex. vacation, personal, sick, family, medical/dental, bereavement). The employee enters their absence time in the WinCapWeb Attendance System. The employee's supervisor will review and approve/deny leave requests and must ensure that the employee has the available leave credit for the paid leave of absence, and that the contractual provisions under which the leave is requested are complied with.
2. In accordance with the terms of the applicable collective bargaining agreement or policy, the Director of HR/School Attorney is required to approve **Personal Business Leave** requests for employees represented by that contract. Those requests should be submitted prior to the required day off and should allow sufficient time for review by the Director of HR/School Attorney.
3. Personal Business Leave immediately preceding or following a holiday or break period will not be approved unless extraordinary reasons exist. Supporting documentation may be required by the Director of HR/School Attorney in such cases. Supervisors should review these requests prior to approval.
4. Unpaid Leave Requests are generally not approved in the ordinary course of business. Only when extremely unique circumstances exist will unpaid leave be approved. Unpaid leave must be approved via the Employee Leave Request form via the following process:
 - a. Employee must submit their unpaid leave request in writing via email to the Employee Benefits Specialist in the Personnel Office and copy their immediate supervisor and the Director of HR/School Attorney.
 - b. The Director of HR/School Attorney will initially review the request in consultation with the District Superintendent/Deputy Superintendent and the responsible Cabinet member.
 - c. If approved, the Employee Benefits Specialist will complete the Employee Leave Request form and submit the form for written approval in the following order:
 - i. Director of HR/School Attorney
 - ii. Deputy Superintendent and/or District Superintendent
 - iii. Assistant Superintendent/Director
 - iv. Immediate Supervisor
 - d. Once final approval is obtained, a copy of the form will be emailed to the employee with a copy placed in the employee's personnel folder.
 - e. **All unpaid leave requests or unaccounted absences must be immediately reported to the Personnel Office by the Supervisor in order to prevent over payment of salary to the employee.**
5. Absences approved in the WinCapWeb Attendance System will be posted by the the Personnel Department.