

LEAVE REQUEST

Procedure:

1. A description of the types of leave of absence (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.
2. 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.
3. In accordance with the terms of the OCMBFT contract, the Director of Personnel and Labor Relations 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 Personnel and Labor Relations.
4. Unpaid Leave Requests and Worker's Compensation absences must be submitted to the employee's immediate supervisor on the paper [Employee Leave Request](#). **All unpaid leave requests or "lost time" must be immediately submitted to the Director of Personnel & Labor Relations, for consideration, to prevent over payment of salary to the employee.**
5. Absences approved in the WinCapWeb Attendance System will be posted by the Benefits Coordinator in the Personnel Department. Worker's Compensation Absences will be posted by the Worker's Compensation Coordinator in the Personnel Department.