**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

**REPORTING OFF WORK PROCEDURE #F&P- 4800-05**

**PURPOSE**

To establish a uniform method for employees of the Facilities, Planning and Environment Safety Department [FP&ES] to report off work for all absences other than pre-scheduled leave.

# POLICY

It shall be the direct responsibility of all employees under the management of the FP&ES Department to report off work before the beginning of the shift during which absence will occur.

# PROCEDURE

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| A. | Employee shall report off by calling their immediate supervisor if sick/personal leave is requested in this manner. |
| B. | Using another person as a messenger does not excuse the employee from their personal responsibility to report off should the message fail to be delivered. |
| C. | An additional call-in is required if the time off exceeds the time stated in the original call-off. |
| D. | For all such leave, a request for leave shall be completed through Employee Self Service [ESS] portal upon return to work and submitted in accordance with the policy on requests for leave. |
| E. | Annual leave requests shall be reported to the immediate supervisor and shall be granted subject to management's responsibility to maintain efficient operations. (See policy on regular use of annual leave). |