# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# PROCESSING REQUEST FOR LEAVE

# PROCEDURE #F&P-4800-11

# PURPOSE

To comply with the requirements of the employee leave management program and the University Payroll Department pertaining to leave records.

# OBJECTIVE

To establish a standard procedure for processing employee leave requests within the Facilities, Planning & Environmental Safety Department.

# PROCEDURE

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| A. | A request for leave shall be completed for all types of leave via Employee Self Service [ESS] portal and shall be approved by the immediate supervisor before the date for which the leave is requested. |
| B. | All leave needs completed by noon of the Friday on which the payroll is due. Any leave not substantiated by approved leave after that time will be considered AE (absent without leave) and will be so charged. |
| C. | The only exception to the advance notices of leave is unanticipated sick leave, for which leave is due the day of return to work. Leave is required for holidays if the leave is taken on other than the designated holiday. |