

Leave Requests (PAY-P010)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure applies to the submission of leave requests to the payroll department for sick, personal, vacation, jury duty, bereavement, and authorized unpaid leave days.

The online version of this work instruction is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations
- 2.2 Business Office Manager
- 2.3 Payroll Supervisor
- 2.4 Payroll Clerk

Authorized Signature on File

Signature _____

Date _____

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

4.0 DEFINITIONS:

- 4.1 Leave Request: Form used to request and record authorized sick, personal, vacation time. Also used for jury duty, bereavement time and unpaid leave of absences.
NOTE: Does not include leave for professional development. Please see CUR-F012 & CUR-P001.

5.0 PROCEDURE:

- 5.1 Leave requests are to be completed at least 48 hours prior to requested dates. They must be approved by school principal or dept. manager.
- 5.2 The pink leave request forms are used for personal days, vacation days, long-term absences and days without pay. **Pink leave requests only** are forwarded to the Payroll Dept. (Doc#PAY – F006)
 - 5.2.1 Pink sheets (top copies) are kept and filed alphabetically and by dates requested. Other attached copies are returned to employee if mistakenly forwarded to payroll department.
 - 5.2.2 Yellow sheets (second copy) should be returned to employee by supervisor after
 - 5.2.3 Blue sheets (third copy) should be retained by supervisor once they review and approve (or deny) requested leave.
 - 5.2.4 Gold sheets (fourth copy) should be retained by employee after form completed and before submitting to supervisor for approval.
- 5.3 The pink leave requests are then used by the Attendance Clerk to verify days marked accordingly on the school attendance sheets and time sheets corresponding with the bi-weekly pay period (refer to **Payroll Absences Reporting Procedure** PAYP008) #5.4.2. through 5.4.2.2.).
- 5.4 Exceptions: Leave requests exceeding 2 days in a row, or extending a vacation or long-weekend (depending on contractual agreements), must be sent to Director of Human Resources.

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5.4.1 Director of Human Resources and Attendance Clerk may confer on number of sick days, personal days, or vacation time available to employee.

5.4.2 Approved requests are sent to the Attendance Clerk.

5.4.3 Denied leave requests are returned to the employee.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Absentee Report AS400
- 6.2 Absentee Screen AS400
- 6.3 Employee Contracts
- 6.4 Time sheets #PAY-F007
- 6.5 Time sheets #PAY-F013
- 6.6 Attendance sheets AS400
- 6.7 Leave Requests #PAY-F008

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Protection</u>	<u>Disposition</u>
6.1 Absentee Report	Payroll Office	6 years	Locked Office	Shred
6.3 Employee Contracts	Payroll Office	99 years	Locked Office	Shred
6.4 & 6.5 Time Sheets (Pay-F007 & F013)	Payroll Office	7 years	Locked Office	Shred
6.6 Attendance Register	Payroll Office	6 Years	Locked Office	Shred
6.7 Leave Requests	Payroll Office	3 years	Locked Office	Shred

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
01/24/2005	A	Initial Release
09/29/2005	B	Add language to 1.1; add staff to 2.0; add a definition to 4.0; add subsets to 5.2; adjust language in 5.4 & 5.4.1; add new time sheet PAY-F013 to 6.0; add and delete information within 7.0

End of Procedure