

Procedure 5050-PR(3): Personnel Leave Opportunities - Leave Requests

Original Date:

Status:

LEAVE REQUESTS

1. To the extent possible, leave is to be requested and approved by supervisors in advance with sufficient notice to allow for consideration of academic, business, and operational needs. In most cases, at least two weeks of advance notice will be sufficient. Paid-time-off (PTO) requests may be approved on a 'first in' basis, therefore the greater the advance notice, the greater the likelihood of approval. Supervisors may approve leave requests with less than two weeks of advance notice at their discretion.
2. As noted in Procedure 5050.02, PTO leave requests may not be approved during periods of critical educational and/or business needs. Leaders/Supervisors will designate and communicate these critical periods to their employees. If an employee requests leave during a critical period, they must include a written explanation with the request. Requests for leave during critical periods will require executive approval.
3. Supervisors will approve and schedule leave requests in a manner which balances the academic, business, and operational needs of the District with the time off preferences of staff members. Administration reserves the right to deny leave requests which may adversely affect the District's mission and purposes.
4. In the event of illness or emergency preventing the employee from requesting PTO in advance, the employee must notify their supervisor no later than 30 minutes prior to their scheduled start time and explain the need for unscheduled time off. If the illness or emergency exceeds one day, the employee must contact their supervisor each subsequent day no later than 30 minutes prior to their scheduled start time if previous notification has not been made. The immediate supervisor shall make arrangements for class coverage in the event of a faculty member's illness or emergency. The immediate supervisor shall make arrangements for coverage of the essential functions of a staff member requesting unscheduled leave.

5. Regardless of the reason, should an employee's unscheduled absences occur with such frequency that it adversely affects department operations and prevents the employee from meeting their employment obligation of regular and reasonable attendance, the District may take corrective action up to and including termination of employment.

6. Supervisors must notify Human Resources when an employee is absent for three (3) consecutive days due to illness. A physician's note describing the circumstances may be requested, as directed by Human Resources, after three (3) days of illness.