

Personnel

CLASSIFIED EMPLOYEE LEAVE AND VACATION REQUESTS SR 4600.01

Purpose:To maintain accurate records on employee absences.

Timeline:Anticipated Absence: Notice of five (5) working days is recommended for leave requests, but twenty-four (24) hours is a minimum except in emergency or special circumstances.

Unanticipated Absence: Employee makes personal contact with supervisor as soon as need for unanticipated leave is known.

A formal system has been developed for employees to request time away from the office. This system provides the County Office with an explanation for an employee's absence and allows the Business Services Division to record and charge leave time accurately. The employee's supervisor must approve each leave or vacation request.

Classified employees are required to record **any absence** from work on the [Time-Off Request \(TOR\)](#). Falsification of records is a breach of County Superintendent policy and is grounds for disciplinary action, including the possibility of dismissal. In the absence of forms completed by an employee who has been absent, the department director's information will serve as official record.

PROCEDURE:

1. Employee completes the TOR, indicating the dates and hours out of the office and the reason for the absence, and submits the TOR to his/her supervisor.
2. Supervisor reviews the TOR, approves or disapproves time sequence and gives to department designee.
3. Department designee verifies the time off is posted on employee Work Schedule Report (time card).
4. Employee notifies supervisor and submits a revised request if a scheduled leave or vacation is changed.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 07/15/2003

Date Revised: