

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0490 (HR)
Effective Date: 10-11-95
Person Responsible: Human Resources Coordinator

Subject: Leave Request
Last Revision: 04-28-17

Approvals/Date:

Brent Egan 4/28/17
Superintendent, WCBDD

Date

Donna Beason
Department Director

4/28/17
Date

1. Procedure for requesting leave:
 - A. **Typical Procedure:** Employees submit request via payroll system according to established timeframes. Immediate supervisor reviews and approves as appropriate.
 - B. **Leave Without Pay and Emergency Leave Procedure:** Immediate supervisor reviews and approves as appropriate. Only the Department Director and Superintendent can approve emergency leave, hence, whenever possible verbal approval of emergency leave will be sought via immediate supervisor.
2. To Cancel Leave:
 - A. Employee request to cancel leave: Employee shall notify supervisor in writing at least 24 hours prior to leave date. Advance notice allows supervisor time to call sub if necessary.
 - B. A supervisor should not rescind a previously approved vacation or personal leave. Supervisor may ask an employee if they would consider canceling leave, however, leave cannot be disapproved after supervisor approval has been given.
3. **Absence of Available Sick Leave:**
 - A. Employee will submit sick leave request for all absences as outlined via Sick Leave Request and Usage procedure. If employee does not have enough sick leave to cover absence, Payroll will automatically deduct other leave time (i.e., personal leave time, vacation, etc.) per procedure with leave without pay being last option used.
4. **Workers' Compensation/Assault Leave:**
 - A. Immediate supervisor shall immediately verbally notify Human Resources Department of any Assault or Workers' Compensation claims. All appropriate paperwork shall be sent from immediate supervisor to other appropriate manager. Middle managers shall ensure all paperwork is complete and route as appropriate.