GENERAL ADMINISTRATION
EMPLOYEE

045 LEAVE

045.1 Leave Authorization Policy

045.1.1 Purpose

The purpose of this policy is to define general conditions for receiving and reporting authorized leave at the Human Services Department (HSD).

045.1.2 Definitions

A. "Employee" means any career, term, temporary, emergency, or probationary HSD employee.

B. "Leave" means any authorized absence from work activities granted to an employee for specific purposes as set forth in the State Personnel Board Rules.

045.1.3 Policy

A. Employees must request any and all types of leave in advance. When employees are unable to notify the employer in advance, supervisors shall consider the situation and use discretion.

B. The supervisor will only deny leave requests for specific and legitimate operational needs which shall be fully explained if requested by the employee. Previously approved leave requests may be cancelled only in case of a reasonably unforeseen circumstance.

C. Leave taken without prior approval may be considered absent without leave and cause for disciplinary action.

D. Employees who fail to appear for work without authorized leave may be considered absent without leave.

E. Employees absent without leave for five consecutive work days are considered to have abandoned their jobs and are subject to dismissal.

F. Supervisors cannot approve leave which has not been earned or authorized under State Personnel Board Rules, agency policy, state or federal law.

G. Leave and work time records must accurately reflect the leave status of employees. Leave reports must reflect actual hours worked. Failure to report
leave may result in disciplinary action up to and including dismissal.

H. Supervisors may not adjust an employee’s work day or work week to avoid the payment of overtime or accrual of comp time by non-exempt employees without the employee’s consent.

I. Unauthorized leave is grounds for disciplinary action.

045.1.4 References

State Personnel Board Rules

APPROVED:

PAMELA S. HYDE, J.D., Secretary

DATE:

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