



## **Leave Procedures**

The following procedures guide you through the standard process of requesting leave. Please contact the Human Resources Department with any questions.

1. Employees will submit requests for all planned leave to their supervisor. The supervisor will either approve or disapprove the leave request. Employees will not take leave without approval from their supervisor.
2. For unplanned leave requests, i.e. emergencies, sick leave reasons, etc., employees will contact their supervisor and inform their supervisor of the emergency or illness as soon as possible. As soon as practical, the employee will provide a leave request form to their supervisor but no later than the official time card submission date.
3. For Family Medical Leave Act (FMLA) purposes, supervisors will indicate whether leave (sick, annual, LWOP) is being taken under the auspices of FMLA. This is especially important when accounting for the amount of FMLA leave taken in the current 365 day period for the employee. Supervisor should notify Human Resources when FML is noted.
4. Supervisor will ensure official time entry and leave request reflect the same period of absences. They will serve as supporting documentation for any audits.
5. Leave request should be kept for 3 years. GS-5 for the State of Montana, item #18 states they will serve as supporting documentation for any audits. Supervisors should store them.