

Policy: 5.31

Request/Report for Leave of Absence

An employee who knows in advance that he/she will be absent from campus during regular working hours must complete a Request/Report for Leave of Absence form. This form shall be signed by the employee, and approved by his/her immediate supervisor and/or Dean. The absence request shall then be submitted to Human Resources.

If the Request/Report for Leave of Absence form is not completed in advance of the absence, the employee must nevertheless have his/her supervisor's permission to be absent. The Request/Report for Leave of Absence form must be completed within 48 hours of the employee's return to work.

No salary shall be paid for any absence for which the leave is falsely reported. Disciplinary action will be taken for any abuse or misuse. Leave must be utilized as herein described except with authorization of the President or his/her designee.