

Absence Reports Leave Reporting and Requests for Monthly Regular Employees

The recording of absences Leave requests of an regular employee paid a monthly salary shall be maintained on a monthly Absence Report form monitored and approved by the employee's immediate manager/supervisor. Absences Leave requests shall be reported submitted as follows:

1. Absence Report forms shall be submitted to District Office Payroll for each employee prior to the tenth of the month following the month of reporting. Leave requests shall be submitted by the employee through the InSite Portal. If the employee is unable to submit their leave request, the immediate manager/supervisor will be responsible for submission.
2. Absences Leave requests are to be recorded in units of hours and half hours only, using the Appropriate symbols code as indicated on in the Absence Report form will be used to report the type of absence. A full day of service on a scheduled work day is represented by leaving the box for that date blank self-service drop-down menu through the InSite Portal.
3. Prior to receiving his/her payroll check, the employee shall sign the Absence Report form. A revised Absence Report form must be submitted to District Office Payroll to correct current or prior reported usage.
43. Absence Report forms shall be signed Leave requests shall be approved, rejected, or modified by the employee's immediate manager/supervisor through the InSite Portal.
4. On the last working day of each month, the immediate manager/supervisor shall review all leave requests submitted by their employees for that month in the InSite Portal. The immediate manager/supervisor is responsible for ensuring all leave is recorded and approved through the InSite Portal for all employees they supervise in the given month.
5. Any aAbsences reported that is unauthorized, any use of leave for which sufficient leave balances are not available, or any leave that has not been earned, accrued, or approved due to the following reasons shall result in a reduction of pay:
 - unauthorized absence
 - leave without pay
 - Overu Use of personal necessity beyond authorized limits

- ~~Over~~ Use of vacation in excess of accrued balance
- Use of any other leave that has not been earned, accrued, approved, or is otherwise unavailable for use

6. Case management of leave request codes shall be established, maintained, and coordinated by Human Resources. These codes are used for leave situations that require specialized review, tracking, documentation, eligibility determination, or ongoing case management.

Examples may include:

- Workers' compensation leave
- Extended illness or disability-related leave
- Family and medical leave
- Pregnancy, parental, and bonding leave
- Other leave types designated by Human Resources for case management purposes.

Adopted:

Administrative Procedure 8200.05, 7/1/74;

Payroll Procedure 9.01: 3/25/85, 11/19/90, 7/5/00, 4/20/04;

Payroll Procedure 9.04: 11/19/90, 7/5/00, 6/8/04;

Combined Payroll 9.01 & 9.04: 10/13/15

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