



DPS LEAVE PROCESS GUIDELINES:

Employees are expected to regularly attend work and to properly report absences, including submitting leave forms and all appropriate documentation in a timely manner. Employees do have certain rights to be out on leave. An employee shall use comp time or entitled leave (annual vacation leave, sick leave, etc.) before using nonpaid leave, unless an extenuating situation has been previously agreed upon by the supervisor, employee, and HR. Annual vacation leave may be used in lieu of sick leave by employees eligible to do so. Employees classified as instructional personnel may have restrictions on the use of annual vacation leave on days students are in attendance. It is the district practice to not advance leave.

School treasurers and departmental bookkeepers **must** send an email to the appropriate HR leave analyst and payroll technician if an employee is out for 4 or more consecutive days for a *medical* or *unknown* reason. It is helpful if an email is sent for any absence of 4 or more consecutive days.

Supervisors should call HR if there are questions about excessive absences or if considering denying a leave request. Generally, reasonable vacation leave requests should be approved by supervisors, but supervisors may establish reasonable school or department practices when annual vacation leave day requests are discouraged or denied. Some examples include days before and after a holiday, the week before school starts, or before a known deadline. If an employee requests annual vacation leave of more than 10 consecutive days, the supervisor should contact HR Leadership.

DPS LEAVE FORM INSTRUCTIONS:

- 1) The short leave request form is generally for absences of less than 4 days or approved annual vacation leave requests for non-medical reasons.
- 2) The more detailed leave form is for any medical absences that are more than 4 consecutive days.
- 3) Medical certification forms can be found online at the Employee Portal for the employee or for a family member.
- 4) Leave forms should be submitted in advance whenever possible as many leave requests require prior approval. Leave request forms must be submitted within 1-2 business days of a return from an absence.
 - a. Employees should always follow worksite procedures for notifying supervisors of absences
 - b. Employees should keep supervisors and HR leave analysts updated when leave requests change in duration
- 5) Documentation is typically required for medical absences greater than 3 days.
- 6) If an employee is unavailable to sign a leave form, a supervisor can write "Employee unavailable to sign" and sign his or her name.
- 7) If an employee needs to turn in a leave form for an absence that applies to an approved FMLA situation, the employee should write "FMLA" on the leave form so that the school treasurer/bookkeeper knows to submit that form to the HR leave analyst.