

LEAVE REQUEST (PSL-P054)

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to allow an employee to go out on a leave of absence at Sacramento City Unified School District.

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 Leave—Absence for a period of but not limited to three months or more and form is required.
- 4.2 Leave request form/application--District form that employee fills out when they would like to take a leave of absence from the district.
- 4.3 POA—Personnel Office Assistant.
- 4.4 HRS--Human Resource Services.
- 4.5 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.6 Iron Mountain – Storage facility that warehouses the Human Resource Services personnel records.

5.0 PROCEDURE:

- 5.1 Leave of absence is requested by employee via leave of absence application/form and is submitted to the POA via mail, fax and/or in person.
- 5.1.1 POA date stamps in and reviews the leave request application/form. POA also reviews supporting documents such as but not limited to doctor's notes, court documents, class registration, signatures. (PSL-W010)
- 5.2 POA forwards leave of absence form/application to Personnel Analyst. (PSL-P009 and/or PSL-P010)
- 5.2.1 Analyst forwards to Personnel Technician for processing into Escape. (PSL-W009)
- 5.3 Leaves are processed as they are received in the HRS.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Request for Leave of Absence form. (PSL-F004)
- 6.2 Doctor's statement and/or required documents for the type of leave requested (outside documents)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Medical Notes	Binders at POA desk	Three years	Discard as desired	Access limited to HRS Office Assistants (POA)
Leave Request and Documents	None	Scanned	Discard as desired	Access to Human Resource Services

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
10/08/07	B	Responsibility change Approval Authority department name change

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