



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007

LEAVE APPROVAL AND SUMMARY

VIII-A

Leave approval for all bargaining groups falls into two categories: site (supervisor) managed and Human Resources managed. “Managed” entails both approving and keeping track of leaves taken (to assure no more are approved than are allowed).

Site-managed leave approval and record keeping should be done at the employee's pay location for employees assigned to more than one building. Any tracking system may be utilized that establishes control of leave granting within the parameters established by the respective collective bargaining agreements. Set up for each employee when his/her first leave is approved. Add to the report as additional leaves are approved.

A “day” is defined as the length of the employee's work day unless otherwise defined by the applicable CBA. Normally leaves are to be taken in half or whole day increments.

Appropriate forms to be used are included in the Appendix of this manual.

NOTE

Supervisors should not generally ask employees about the purpose of personal leaves. However, should information come to light which leads the supervisor to believe there has been misuse of personal or any other type of leave (according to the criteria of the applicable CBA), it is incumbent upon that supervisor to investigate. If such investigation seems to indicate a problem, the appropriate Human Resources Director should be contacted.