



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	LONG-TERM LEAVE ACCOUNT	VIII-F
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PROCESSING PROCEDURES

1. Human Resources will advise the manager of the chargeable budget of approval of a long-term leave via an HRTF (#1).
2. The supervisor of the leavee's position may initiate an open HRTF (#2) to temporarily fill the position.
3. The manager of the chargeable budget may initiate an HRTF (#3) to move the leavee to the Long-term Leave Account provided that the leavee position is funded in program 0100, 3100, 9400, or 9700, and attach this to the open HRTF (#2). NOTE: The Long-term Leave Account may only be used for paid leaves, e.g., health leave, exhaust vacation, administrative leaves, etc.
4. Human Resources will complete the open HRTF (#2) when the position is filled and route both HRTFs (#2 and #3) together for processing.
5. The manager of the chargeable budget will track all grant funded employees on leave who are not replaced to monitor possible conversion of funds; conversion of funds will be accomplished via the B-177 according to the procedures outlined in III-D of the District's Personnel Procedures Manual.
6. Human Resources will advise the manager of the chargeable budget when an employee returns from long-term leave via HRTF (#4).