



Leave Procedures

The following procedures guide you through the standard process of requesting leave. Please contact the Human Resources Department with any questions.

- 1. Employees will submit requests for all planned leave to their supervisor using the Helena College leave request form. The supervisor will either approve or disapprove the leave request and submit to Human Resources. Employees will not take leave without approval from their supervisor.**
- 2. For unplanned leave requests, i.e. emergencies, sick leave reasons, etc., employees will contact their supervisor and inform their supervisor of the emergency or illness as soon as possible. As soon as practical, the supervisor will provide a signed leave request form to Human Resources, but not later than the suspense for official time card submission.**
- 3. For Family Medical Leave Act (FMLA) purposes, supervisors will indicate whether leave (sick, annual, LWOP) is being taken under the auspices of FMLA. This is especially important when accounting for the amount of FMLA leave taken in the current 365 day period for the employee.**
- 4. Human Resources will ensure official time cards and leave requests reflect the same period of absences and will maintain both on file. They will serve as supporting documentation for any audits.**