

Lake Region State College
Policy and Procedure Manual

SECTION 400.04
LEAVE REQUESTS

When a staff member plans to be absent from campus, they must use the Absence Management system through Employee Self-Service to request the time away. After considering the needs of the department, the supervisor may approve the request or push it back to the employee if changes need to be made. If the leave is approved, the employee will receive an email notification of the approval.

When possible, requests should be made prior to the leave or immediately upon returning to campus. It is the responsibility of the employee to report leave in Employee Self-Service within the same payroll period that the leave was taken.

Faculty need to complete the *Employee Leave* form for off-contract days. This form must be approved and signed by the Vice President of Academic & Student Affairs. Faculty need to notify the Academic Affairs office if they will not be on campus due to an unplanned absence.

History

Administrative Council Updated 02/25/13

Administrative Council Approved 06/11/15

Administrative Council Updated 06/07/19