**Absence and Leave Management for Supervisors**

**Introduction**

This presentation focuses on the internal process for communicating employee absences that are more than 3 consecutive days or are related to the same circumstance where absences are intermittent and ongoing.

**Periodic absences for illness lasting no more than 3 consecutive days are recorded on the department’s Absence Report. No further reporting is necessary.**

This discussion focuses on the employee leave that extends beyond the periodic absence.

Examples include:

Medical condition of the employee

Medical condition of the employee’s immediate family

Personal Leave for non-medical emergency

Personal leave for non-emergency

**Part 1: Employee Responsibilities:**

1. Notice to immediate Supervisor.
2. Employees must contact their immediate Supervisor as soon as it is known that a leave of absence is necessary.
3. Employees must complete the Application for Leave of Absence, or if unable to, designate an Alternate Contact person to do so on their behalf.
4. Supervisor can in unusual circumstances, complete the form for the Employee, indicating this on the signature line.

**Part 2: Supervisor Responsibilities:**

1. Supervisor must verify the information on the Employee’s Application for Leave of Absence with the Employee. (no requirement to collect documents outside what Employee provides at the time the Application is presented)
2. Supervisor must complete Part 2 and send to Human Resources and their divisional Vice President – within 24 hours or as soon as possible.

**Part 3: Vice President Responsibilities:**

1. Vice President reviews the Application with the Supervisor.
2. Vice President consults with Human Resources, as needed.
3. Vice President must complete Part 3 and send to Human Resources within 24 hours or as soon as possible.

**Part 4: Human Resources Responsibilities:**

1. Human Resources reviews the Application.
2. Human Resources collects documentation and consults with Supervisor and Vice President, as necessary.
3. Human Resources completes Part 4 (time varies based on documents needed)
4. Human Resources sends response letter to Employee.
5. Human Resources sends response to Supervisor and Vice President.