

PITTSFIELD SCHOOL DISTRICT

<b>Process Name: Talent Management</b>				<b>Sub-Process Name: Leave Request</b>			
<b>Sub-Process Source: GTGT – Talent Management Team</b>							
<b>Version #: 1</b>				<b>Date: April 1, 2014</b>			
<b>Process Drivers (check): 1. Values/Vision/Mission/GPs ( ) 2. District Goals ( ) 3. Logic Model/SCL Workplan ( ) 4. NEASC Standards (X) 5. Other: Talent Management</b>							
<b>Process Driver Comments:</b>							
<b>Process Links: Form – Employee Leave Request – OP 001</b>							
Comments		Process Steps		Process Steps		Process Steps	Comments
				1. Employee requires leave			
If absence is unexpected, employee will take leave without the Immediate Supervisor's approval. It shall be understood by the employee that the leave may not be paid, if appropriate earned time is not available.				2. Employee informs Substitute Coordinator of absence			If absence is unexpected, employee shall contact Substitute Coordinator by phone or in person. If absence is planned, employee shall notify Substitute Coordinator by completing and submitting a <i>Leave Request</i> form.
				3. Substitute Coordinator, upon receiving notification of leave, makes note on substitute calendar			
				4. Substitute Coordinator sends <i>Leave Request</i> form to Immediate Supervisor			

				(1 day from time of receipt)			
		Immediate Supervisor returns denied <i>Leave Request</i> to the employee and Substitute Coordinator	NO	5. Immediate Supervisor considers request for leave: Approve?			
				YES			
				6. Immediate Supervisor returns <i>Leave Request</i> to Substitute Coordinator (1 day from time of receipt)			
				7. Substitute Coordinator sends copy of <i>Leave Request to employee</i> and keeps original for bi-weekly payroll documentation (1 day from time of receipt)			
				Employee takes leave			