

Instructions for Reporting Vacation and Sick Leave:

1. To report Sick leave, the ***Leave Request & Reporting*** form must be completed as soon as you return to work and your supervisor must be notified by phone of any absence due to illness at the beginning of each day you are sick.
2. To request Vacation Leave, please complete the ***Leave Request & Reporting*** form in advance. In order to be paid for vacation leave, the supervisor must approve the leave in advance.
3. The Reporting Period for sick and vacation Leave is the 22nd – 21st of each month. In order to facilitate more accurate reporting, please complete separate ***Leave Request & Reporting*** forms for any leave taken across two reporting periods. Example: Employee is out sick on January 21, 22, and 23. One ***Leave Request & Reporting*** form should be completed for January 21 and a separate ***Leave Request & Reporting*** form should be completed for January 22 and 23. Vacation requests that cross separate reporting periods should also be reflected on separate forms.
4. Salaried employees should not use the “Hourly Employee Timesheet” or the “Timesheet” forms on the website under Human Resource or Financial Forms. Salaried employees should only use the ***Leave Request & Reporting*** form. If you have a question about whether or not you should be reporting the exact number of hours worked each day for payroll purposes, please email Martha Stevens.