Temporary Employee Request for Paid Leave

Temporary Employee Name:_________________________________________ Employee ID:_____________

Job/Title:________________________________________________________________________ School/Dept/Location:________________________

Instructions:

For Temporary Employee
- Temporary Employee Paid Leave may be used in at least one, or more, hour increments, except for substitutes (see below)
- Substitutes, both teachers and TAs, should take leave in half or whole day increments.
- Sufficient paid leave must be accrued and available. Temporary employees can confirm available paid leave on their biweekly pay statement found on Employee Self Service (ESS).
- If multiple jobs for different supervisors are performed on a day for which pay is being requested, a Request for Paid Leave must be submitted to each supervisor.
- Reasonable advance notice (seven days) is required if the need for the leave is foreseeable.
- Long term subs should submit their request to use paid leave to the Principal at the school where assigned.
- Daily subs should submit their request to use paid leave to the substitute office.

For Supervisor
- Verify the request to use paid leave will not cause disruption to your operation and sufficient notice was provided.
- Indicate if leave is approved. If not, inform the temporary employee.
- Forward signed leave request form to timekeeper.

For Timekeeper/Payroll Support Personnel
- Upon receipt of supervisor approval, identify the appropriate leave usage code equating to the type of work performed and record the leave code on this form.
- Refer to Instructions for Timekeepers.

Request for Paid Leave:

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Work Hours</th>
<th>Leave Request Hours</th>
<th># Hours Requested</th>
<th>Supervisor Approval</th>
<th>Timekeeper Leave Code</th>
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<tbody>
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Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date

Timekeeper Signature

Printed Name

Date Leave entered on Green sheet

Temporary Employee Request for Paid Leave – June 2018