

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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November 1, 2010

Bill Ritter, Jr.
Governor

Policy Title: Leave Requests

H. Michael Edwards
Major General
The Adjutant General

Effective Date: 01 November 2010

Summary: Provides Policy on Leave Requests

Applicability: All State Employees of DMVA

Staff Proponent: Human Resources

Supersedes: None

A. Purpose: To address DMVA's expectation on the appropriate format for requesting leave time as well as the appropriate format for supervisors to notify employees of approval or denial of leave time.

B. Background: To ensure the cohesive and consistent practice among all state employees, this policy will provide state employees and federal and state supervisors with clear guidance on how an employee is to request leave time as well as how a supervisor responds to and communicates approval or denial of leave requests received. No other method of requesting leave is acceptable including verbal requests or e-mails.

C. Definitions: None.

D. Policy: All employee leave requests must be submitted as far in advance as possible by completing a State of Colorado Leave/Absence Request and Authorization form (available on DMVA website under Human Resources, Forms). Supervisors may deny or determine the type of leave to be used for absences. Unauthorized use of any leave, and/or failure to follow the provisions of this policy, may result in the denial of paid leave and/or corrective or disciplinary action. The following provisions apply to requesting leave:

- Employees are expected to request time off as soon as the need for leave is known by the employee by completing the Leave/Absence Request and Authorization form and submitting it to their supervisor immediately. It is expected that employees provide at least two weeks' notice of the need for leave time to ensure supervisors can arrange for business operation continuity. It is expected that at times, there may be a necessity to take time off that does not allow for advanced notice due to mitigating circumstances. Supervisors must provide for every consideration possible when employees are unable to provide advanced notice.

- Upon receipt of a leave request form, a supervisor approves or denies leave. If the leave is approved, the supervisor signs the request form, makes a copy, and returns that signed **copy** as soon as possible to the employee signifying approval to take leave. The **original** form is retained by the supervisor and submitted with the corresponding timesheet to Payroll. If the leave is not approved, the supervisor is expected to have a personal discussion with the employee explaining the reasons and to devise mutually beneficial alternate leave dates. If a personal discussion is not possible, notification of leave denial can be completed directly on the request form with a **copy** provided to the employee as soon as possible so that the employee may make alternate arrangements. The supervisor must retain the original request form for his/her records.
- Leave request forms need to include dates, times, and descriptions of the leave being taken. Include proper backup for the following types of leave: military leave (military orders), jury duty (court notice), funeral leave (funeral notice), and administrative leave (certificate, verification of volunteer activities, etc.). These request forms and backup documentation must be submitted with the corresponding time sheet to Human Resources.
- If more than three consecutive days of sick leave are taken, upon their return, employees must attach a medical certification signed by their physician to their leave request form indicating their fitness for duty. Supervisors **must** notify Human Resources whenever an employee is absent for more than three consecutive sick days so that the appropriate notification of Family and Medical Leave can be documented and served. To ensure employee confidentiality, all medical documentation should be sent separately to Human Resources and **not** attached to leave request forms.
- Although recorded on time sheets, leave request forms are not required for eight hours of holiday time taken **on** the State-designated day or **on** The Adjutant General's alternate day. If you are taking holiday time of less than eight hours or taking holiday time on a later date, that information must be recorded on a leave request form under "Other," noting "alternate holiday."
- Leave request forms are not required for department-wide administrative leave (e.g., snow days, employee appreciation functions, etc.), which must be taken on the specified day, but must be documented on time sheets.
- If the Governor grants State employees administrative time off that allows for a choice of days, the employee must request their preferred administrative time off by completing a leave request form and submitting it to their supervisor. In order to maintain the continuity of operations, the supervisor has the discretion to approve or deny leave requested. Supervisors should work with employees to the extent possible to achieve mutually beneficial days off. The leave request form must be submitted with the corresponding time sheet to Human Resources.
- Leave request forms e-mailed or faxed to the supervisor are acceptable as long as the copies submitted to Human Resources contain the supervisor's original signature.
- Supervisors will be notified of any incorrect or missing leave request forms. Leave request forms with white-out or cross-out errors are not acceptable and will be returned to the supervisor for a clean copy with signatures.
- Periods where the employee or the supervisor is unavailable for signature when time sheets are due, the employee or supervisor must submit leave request forms without the signature of the absent party. However, the fully signed versions must be submitted to Human Resources within two days of the absent party's return to work.
- Supervisors should maintain copies of all submitted leave request forms for at least one year. After one year, supervisor copies should be shredded.

If an employee submits a time sheet that indicates use of annual leave and that employee has unused holiday time available (provided the employee is not at risk of losing accrued annual leave), Human

Resources will automatically substitute unused holiday leave time. Upon exhaustion of unused holiday time, then annual leave will be applied.

Official:

H. Michael Edwards
The Adjutant General

Distribution: DMVA Staff Proponents
DMVA Website