

UM DCIE Policy: Leave Request



Established: 18 February 2013

Leave Request Policy

As outlined in [D080](#), Vacations for exempt employees, and [E080](#), Vacations for non-exempt employees, vacation preference ought to be requested in writing at least two weeks in advance and is subject to approval by the supervisor.

The vacation leave requests can be filled via an [Absence Request Form](#).

Planned requests for sick leave should also be submitted two weeks prior to the first day of leave and requested through the same Absence Request Form.

If sick leave does not exceed three consecutive days and is unexpected, an e-mail to the direct supervisor with copy to the HR Generalist or a phone call to the direct supervisor will suffice to record the absence.

When planned vacation or sick leave is granted, supervisors are responsible to plan coverage in their unit and ensure that operations are carried out flawlessly.

By the 15th of every month, all supervisors should submit their Department [Absence Report Forms](#) in a consolidated package to the HR Generalist. The form requires both the employee and the supervisor's signatures and should be submitted along with a copy of the approved leave request.