

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.8.1

Title: Request for Leave/Absences From Work	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: 6/2/2011	Revised on: 7/1/2011

Policy Statement: This procedure has been developed to provide all employees with a consistent procedure regarding requests for absences from work.

Rationale: All employees are provided with leave according to their employment classification. Leave is defined as vacation leave, personal leave, or sick leave. Employees covered under the MATC Association are accorded leave according to the current negotiated agreement.

This procedure will enable consistent monitoring of leave requests, ensure accuracy of payroll accounting of leave, and ensure that sufficient personnel are available to carry out college activities.

Procedure:

1. The College creates an annual calendar that reflects the academic and non-academic days the College is open. When the College is scheduled to be closed for holidays employees will not use their accrued leave for those days. Full time employees will also not use their annual leave when the College is closed due to inclement weather (see Inclement Weather Policy 8.3.1).
2. Employees must complete the MATC Employee Absence Report and submit the form to their immediate supervisor for approval electronically.
 - a. Employees must have prior approval for vacation/non-contract leave.
 - b. At a minimum, leave should be requested in an equal amount prior to the leave as the length of that leave (i.e., submit request one week in advance for a full week's leave).
 - c. Sick/bereavement leave requests should be submitted in advance or immediately upon returning to work.

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3. Supervisors should approve/disapprove the request as early as possible upon receiving the request.
 - a. In the absence of the immediate supervisor, the employee is encouraged to submit the request to an administrator.
 - b. All leave requests, once signed by the supervisor/administrator, are to be forwarded to Human Resources.
 - c. If a request is denied, the supervisor is to notify the employee immediately.
4. In the case of illness/bereavement, the employee should notify his/her immediate supervisor as soon as possible. If an employee fails to report to duty as scheduled and does not report an illness/bereavement, no action will be taken for 2 hours. After 2 hours has passed, the supervisor or a member of administration will attempt to contact the employee, and/or the employee's emergency contact number.
5. If an employee is/has been absent and no leave request has been submitted and approved, and the employee has not notified the supervisor of the leave (sick or bereavement), then the employee is subject to reprimand and/or dismissal and leave without pay may be applied to the employee's payroll.