

PROPER PROCEDURES FOR FILLING OUT AND SUBMITTING

LEAVE FORMS

1. Employee should fill out **completely** the leave form immediately upon becoming aware of necessary absence. Including but not limited to chargeable strip if it is a Temporary Duty Elsewhere form.
2. It should then be signed and approved by the Principal/Supervisor.
3. It should then be sent to the project manager for approval and proper coding. If the coding should change then a copy should be sent back to the school so that the secretary can make the appropriate changes in the AS400.
4. It should then be sent to a Senior Director for final approval.
5. The last stop is Payroll. It should arrive before payroll report due dates. If you think it will not arrive in time for payroll processing, then a copy should be submitted properly marked “**COPY**”.