

DEFINITIONS

Emergency: A situation which makes it impossible or impractical for the employee to comply with proper notice requirements.

Notice: Request submitted to appropriate person within fifteen (15) minutes prior to the start of shift or assigned work hours. For employees in seven (7) day, twenty-four (24) hour operations, notice shall be required one (1) hour prior to start of shift or assigned work hours.

RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances; and
- complying with all requirements for securing leave.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

PROCEDURES

1. All eligible part-time and full-time employees shall be granted accumulated personal leave upon request, subject to compliance with proper notice requirements. Such notice requirements shall be waived upon receipt of documentation that an emergency situation existed. Employees are encouraged to offer management more than the required notice whenever possible.

2. Management reserves the right to deny such requests in the following circumstances:
- a. An inordinate number of requests are received for the same day, such as immediately before, on or after a holiday.
 - b. Proper notice requirement has not been met.
 - c. An emergency exists within the agency/institution which requires the presence of the employee.
 - d. Request is for personal leave of less than one whole day without prior approval.
 - e. Employee had previously requested leave for that time and been denied.
 - f. Request is for time employee is incarcerated.

3. An employee who fails to comply with the requirements of this policy may be subject to loss of pay, a designation of being on unauthorized leave, and discipline.

4. Personal leave may not be charged on a legal holiday, unless such usage is chosen by the employee to meet his/her regularly assigned work schedule of more than seven-and-one-half (7.5) hours on the date the holiday is observed.
5. Personal leave may be charged in increments of no less than fifteen (15) minutes.

REFERENCES

31 IAC 5-8-431 IAC 5-931 IAC 5-10