

Introduction

It is the responsibility of the supervisor (or designee that has been established with approving authority) to review any request for leave and to either approve or deny the leave request in a timely manner in accordance with the USF System policies and procedures. Department administrators are required to designate a minimum of two leave coordinators for each department.

Supervisors must ensure their departments are in compliance with the USF System attendance and leave regulations, policies and procedures.

Automated Leave Tracking System (ALT)

The Automated Leave Tracking System is the system of record for all leave activity. All leave must be tracked and approved in ALT. Refer to the HR website for more information on the online tutorial on how to request and approve leave for employees and supervisors. **HR > Benefits > Attendance & Leave > Leave Administration > Find It > How to Request & Approve Leave (Online tutorial).**

Responsibilities of Supervisors for Attendance & Leave

- Ensure all leave taken or denied has been entered in ALT
- Approve pending leave for all direct reports in the pay period leave was requested. The Departmental Leave Coordinator can no longer use the supervisor's EMPLID# when approving leave on behalf of the supervisor. **Supervisors are required to provide written permission to the leave coordinator before they can approve any leave requests on their behalf.**
- Ensure all timesheets for Staff and Temporary Hourly employees are reconciled bi-weekly
- Ensure employee and direct supervisor have signed and dated timesheets on a bi-weekly basis
- Contact their departmental leave coordinator if supervisor has questions or concerns regarding attendance and leave

Refer to the HR website for responsibilities of the departmental leave coordinator. **HR > Benefits > Attendance & Leave > Leave Administration.**

Auditing Attendance & Leave

Auditing leave records is mandatory and required at these times:

- Prior to any leave payout or separation from the University
- Prior to any leave transfer to another USF unit, state agency or university
- Transferring from a leave accruing to a non-leave accruing position
- When an employee deceases
- When an employee enters DROP

Refer to the HR website for ALT audit information and instructions for leave coordinators. **HR > Benefits > Attendance & Leave > Leave Administration.**