



**Division of Human Resources**  
**RESPONSIBILITIES OF THE EMPLOYEE'S**  
**ORGANIZATIONAL UNIT WHEN APPROVING/**  
**DENYING A REQUEST FOR A LEAVE OF ABSENCE**

After receiving a written request for a leave of absence, the supervisor must respond to the employee in writing that the request has been approved or denied. If approved, the following is included:

- The begin and end dates of the absence
- Approval/disapproval of using accrued leave,
- The date the employee is expected to return to work
- Information to contact HR Benefits and Payroll regarding the continuation of benefits during the absence, if applicable

In addition, the employee's unit must:

- When the leave is without pay and expected to continue beyond 30 calendar days, complete and submit to HR an Appointment Status Form (ASF) reflecting the beginning and anticipated ending dates of the absence.
- When extensions of the absence are requested and approved, complete and submit subsequent ASF to HR.
- If the employee is Staff and will be in non-pay status for more than 15 but less than 30 calendar days in a month, advise HR in writing for inclusion in the personnel file in the event of a future layoff situation.
- Certify payment for the appropriate number of hours worked and/or leave with pay used each biweekly pay period.
- If applicable, request the appropriate type of leave in the ALT system to the employee's leave record for each biweekly pay period during which such leave is used, proportionate to the number of hours of pay certified.

**Absences With and Without Pay**

Approved absences result in an employee either being in non-pay, partial-pay, or full-pay status on one or more pay periods. An employee is not required to exhaust all accrued leave prior to being placed on a leave of absence without pay. However, the supervisor may deny a request that the leave of absence be without pay if the employee has accrued leave available, except when otherwise required by a specific leave provision (i.e. Administrative Leave, Military Leave, Foster Care Leave, Family and Medical Leave, and Parental Leave). At the discretion of the supervisor, an employee may use partial leave (less than 80 hours in a pay period for full-time employees) each pay period during the leave of absence. If partial usage of leave is to be approved for the leave of absence, the employee should contact Payroll to review individual payroll deduction/reduction amounts to determine the amount of leave to be used each pay period to allow for payroll deductions/reductions, when applicable.

Remember:

- When an employee is in a non-pay status the workday prior to a paid holiday, (s)he will not receive payment for the holiday. An employee will not accrue annual and/or sick leave while in non-pay status.
- An employee is not eligible to receive any type of salary increase while in non-pay status.