

Des Moines Area Community College
HUMAN RESOURCES PROCEDURES

HR 3700

Section: LEAVE
Subject: Leave Reporting and Usage
Procedure: HR 3700

I. Institutional Regulations

An employee's absence from duty must be covered by the appropriate College leave, approved by the required authorities, and reported to Human Resources where the official leave record shall be maintained.

II. Procedure

- A. It is the responsibility of the employee to accurately report all absences from duty to the immediate supervisor and to report them in a timely manner.
- B. It is the responsibility of the supervisor to ensure that accurate and timely reporting is made by employees under their supervision, and that leave usage is properly entered on Employee WEB or a Request for Leave form (P-21) as appropriate.
- C. The following leave types shall be recorded through Employee Web:
 - 1. Vacation
 - 2. Sick Leave
 - 3. Personal Business
 - 4. Bereavement Leave
 - 5. Floating Holidays (IES employees only)
- D. The following leave types shall be recorded on a Request for Leave form:
 - 1. Family and Medical Leave
 - 2. Military Leave
 - 3. Court and Jury Leave
 - 4. Leave Without Pay for 90 calendar days or less
 - 5. LTD Leave Without Pay for 90 Calendar days or less

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

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