



Human Resource Services **POLICY RESOURCES**

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755, Phone 304.696.6455
FAX 304.696.6844, E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources/>

Applies to:	Marshall University
Title:	Departmental Leave Documentation
Number:	MU-HR-26
Effective Date:	01/01/02
Last Revision Date:	05/01/06

This policy and procedure applies to leave-accruing employees. Accrued leave taken and reported on payroll timesheets or other leave usage reports must be documented by paper forms signed by the employee and the approving supervisor, maintained in the employing department, and not submitted in lieu of other leave usage reporting documents. Such forms, referred to leave request forms, must satisfy audit requirements including a requirement that the amount and type of leave recorded on payroll or leave usage input documents must match exactly that represented by leave request forms (modified as necessary based on actual usage). Leave request forms are to be retained by the employing department for five calendar years including the year in which the leave is taken. After five years retention, such records may be destroyed. Employing department refers to the college, department, or office at which level leave records for member employees are consolidated for timesheet input or leave usage reporting.

Departments must use a standard university-wide Leave Request Form, available over the web at:

<http://www.marshall.edu/human-resources/forms/>.

This form is set so that it may be filled out onscreen by the user and then printed out for signature, etc. It can also be printed without information entered in the form's fields to be used an original for ink or typing or may be copied as necessary for departmental supply.

Departments may request from the Director, Human Resource Services, permission to use an alternate leave request form of the department's own design. A sample of the proposed leave request form should be submitted along with the request. This communication should describe where the proposed alternate leave request form satisfies the information requirements listed below. Approvals to use an alternate leave request form are non-expiring unless the standard form and policy are changed.

Leave request forms must include as a minimum the following information: (1) the name and social security number of the employee requesting leave; (2) the date of the request; (3) the requested duration of leave expressed as a from and to date (or date and time for usage of less than one whole work day); (4) the amount of leave requested (expressed in quarter hours); (5) the type of leave requested, to include as a minimum annual leave, sick leave, compensatory time, military leave, and witness/jury leave; (6) any necessary explanatory comments; (7) the signatures of the requester and the authorized approver; (8) the date approved; and (9) provision of a method for noting/authorizing any changes between amount of type of leave requested and that actually taken. The standard Leave Request Form satisfies these requirements.

The signed original leave request must remain with the unit level at which leave usage records are compiled. Optionally a copy of the request may be made available to the requesting employee. However, on request a copy must be provided to the employee. Reconciliation of leave requested versus leave taken is the responsibility of the unit level at which leave records are compiled or as delegated.

Elective leave such as annual leave should be requested in advance of its usage. Units may impose reasonable requirements for length of advance notice for planned leave and may establish special provisions for leave that is requested with less notice than normally required. Military leave must be requested in advance and must be supported by a copy of the military orders. Witness/jury leave must be requested in advance. Advance requests must be accompanied by a copy of the jury summons. Alternatively, witness/jury leave may be vouched for after the fact by a copy of a certificate of service from the court clerk. Witness/jury leave is not available if the employee is a plaintiff in a civil proceeding. Sick leave may be requested after usage and return to work provided that adequate notification of absence is provided to the unit. Absence for known appointments for which sick leave is appropriate should be requested in advance whenever possible. If an employee uses two or more types of leave consecutively without return to work, he/she should complete a Leave Request Form for each type of leave.

Policy references to leave include Higher Education Policy Commission (HEPC) Policy Series 35, Employee Leave (viewable on the HEPC website). The Marshall University Classified Staff Handbook Benefits Chapter provides additional guidance on leave. Please refer any questions on this policy to Human Resource Services at the address shown at the top of this policy.

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