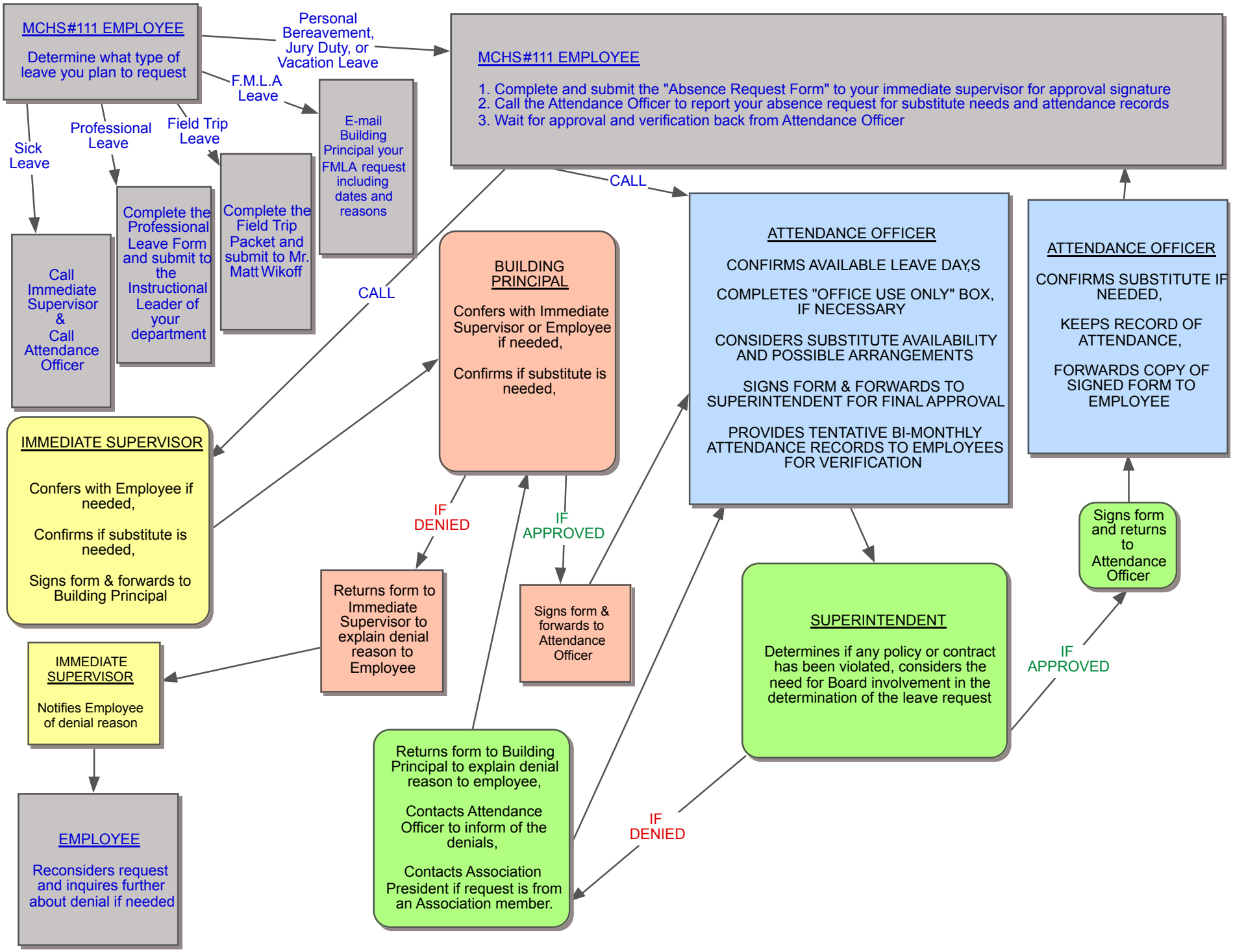
MCHS#111 EMPLOYEE
Determine what type of leave you plan to request
Sick Leave
Professional Leave
Field Trip Leave
F.M.L.A Leave
Personal Bereavement, Jury Duty, or Vacation Leave
Call Immediate Supervisor & Call Attendance Officer
Complete the Professional Leave Form and submit to the Instructional Leader of your department
Complete the Field Trip Packet and submit to Mr. Matt Wikoff
E-mail Building Principal your FMLA request including dates and reasons
MCHS#111 EMPLOYEE
1. Complete and submit the "Absence Request Form" to your immediate supervisor for approval signature
2. Call the Attendance Officer to report your absence request for substitute needs and attendance records
3. Wait for approval and verification back from Attendance Officer
CALL
CALL
IMMEDIATE SUPERVISOR
Confers with Employee if needed,
Confirms if substitute is needed,
Signs form & forwards to Building Principal
BUILDING PRINCIPAL
Confers with Immediate Supervisor or Employee if needed,
Confirms if substitute is needed,
ATTENDANCE OFFICER
CONFIRMS AVAILABLE LEAVE DAYS
COMPLETES "OFFICE USE ONLY" BOX, IF NECESSARY
CONSIDERS SUBSTITUTE AVAILABILITY AND POSSIBLE ARRANGEMENTS
SIGNS FORM & FORWARDS TO SUPERINTENDENT FOR FINAL APPROVAL
PROVIDES TENTATIVE BI-MONTHLY ATTENDANCE RECORDS TO EMPLOYEES FOR VERIFICATION
ATTENDANCE OFFICER
CONFIRMS SUBSTITUTE IF NEEDED,
KEEPS RECORD OF ATTENDANCE,
FORWARDS COPY OF SIGNED FORM TO EMPLOYEE
IF DENIED
IF APPROVED
Returns form to Immediate Supervisor to explain denial reason to Employee
Signs form & forwards to Attendance Officer
Signs form and returns to Attendance Officer
SUPERINTENDENT
Determines if any policy or contract has been violated, considers the need for Board involvement in the determination of the leave request
IF APPROVED
IMMEDIATE SUPERVISOR
Notifies Employee of denial reason
Returns form to Building Principal to explain denial reason to employee,
Contacts Attendance Officer to inform of the denials,
Contacts Association President if request is from an Association member.
IF DENIED
EMPLOYEE
Reconsiders request and inquires further about denial if needed