



WILLIAM & MARY

CHARTERED 1693

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DIRECTIVE 105

TITLE: Leave Approval and Verification

PURPOSE: To provide policy on scheduling, requesting, and verifying leave

EFFECTIVE DATE: February 9, 2016

REVISION OF: This policy replaces FM Policy Memorandum #1-97, dated 2/01/1997, *Annual Leave Taking*; Policy #105 dated 3/18/2013 titled *Leave Approval*

- I. **SCOPE:** This directive applies to all employees of Facilities Management.
- II. **PURPOSE:** This directive shall govern the request and use of all types of leave outlined in Reference A, including Sick Leave outlined in References B and C when used for scheduled medical/dental requirements. This directive shall also govern verification of sick leave and community service leave.

III. **POLICY:**

Leave Scheduling and Approval: Classified and university employees earn leave as set forth in Reference A. The taking of leave is an employee right, however the employee must obtain advance approval from his/her supervisor. Prior to making travel arrangements or any other commitments that involve the taking of leave, employees should have an approved leave request in their possession.

Management has an obligation to insure that the normal business of the department is carried out on a daily basis. It is therefore necessary for supervisors to insure that sufficient employees, with appropriate skills, are available at all times to conduct the department's business. In order to allow reasonable time for supervisors to review and process leave requests, leave requests must be submitted a minimum of three (3) working days prior to scheduled leave.

Requests for leave to address genuine emergencies are not subject to the three (3) day prior approval; however, immediate notification of the employee's supervisor is required. A leave request may be submitted after the fact if circumstances warrant; however, such requests are still subject to supervisor's approval.

Sick Leave Verification: Employees may use sick leave for absences due to personal illnesses or injuries, pregnancy and preventive or wellness medical/dental visits.

