



WILLIAM & MARY

CHARTERED 1693

Office of the Associate Vice President for Facilities Management
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DIRECTIVE 105

TITLE: Leave Approval and Verification

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

EFFECTIVE DATE: August 28, 2019

REVISION OF: This replaces FM Directive 105 dated 4/23/2019 title Leave Approval and Verification.

- 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 References 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, B, and C. The taking of leave is an employee right; however the employee must obtain advance approval from his/her supervisor. Prior to making travel arrangements and/or any other commitments that require the use 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 ensure 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, these last minute absences are considered unscheduled and unapproved, unless relevant to an approved Family and Medical Leave Act (FMLA) request.

Sick Leave Verification: Any sick leave absence of three (3) days or more will require a written note from a doctor to be turned into Human Resources. An employee's use of sick leave may be denied if the employee fails to comply with a reasonable management request for verification of the need for sick leave, or if the verification provided is inadequate.

An employee abuses sick leave when the employee takes sick leave for reasons other than those specified in applicable policies. Multiple episodes of sick leave taken because of frequent illness does not constitute abuse of sick leave, but may indicate a need for the employee to request FMLA approved time. Multiple episodes of sick leave may, however, bring into question the legitimacy of the sick leave taken if other factors suggest that the employee may be abusing sick leave. If the abuse of sick leave is suspected, the supervisor may require the employee in question to provide a written note from a doctor to be turned into Human Resources each time the employee uses sick leave. An employee's failure to provide the requested doctor's note will be considered unsatisfactory behavior and may result in informal or formal corrective action.

Community Service Leave Verification: Supervisors may require written verification from an official of the service organization for use of volunteer leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

IV. REFERENCES:

- A. Department of Human Resource Management Policy 4.05 – 4.60 series
- B. Department of Human Resource Management Policy 4.55 Sick Leave
- C. College of William and Mary Policy on Sick Leave, Disability Leave, and Family Leave

V. APPROVAL, AMENDMENT, AND GUIDANCE:

This policy was approved by the Associate Vice President of Facilities Management. The Director of Business Services interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.



Van Dobson, P.E.
Associate Vice President
Facilities Management