



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

GENERAL POLICY

Policies for each type of authorized leave of absence are defined within this subsection and should be followed by **all non-teaching personnel**.

Additionally, any authorized paid leave of absence may be reported on the employee's time statement as:

Annual Military Training	MT
National Guard Activation	NG
Funeral Leave	FL
Jury Duty or Court Appearance	JD
Sick Leave	SL
Vacation	VC

The appropriate HRS form must be submitted to record all leaves without pay. See the Human Resource System (HRS) Manual, Personnel Events Section, for detailed instructions.

If the authorized leave of absence will be for a period longer than thirty (30) days, the employee should also follow the procedures for employee checkout.