

2.25 Leave – General Provisions

The Virginia Department of Social Services (VDSS) uses the Commonwealth's Department of Human Resource Management (DHRM) Policy 4.30 – as the foundation for establishing guidance relative to leave. Employees should refer to DHRM's website and VDSS Guidance (below) for information about taking time off from work.

The following link connects to DHRM Policy 4.30, Leave Policies – General Provisions:

http://www.dhrm.state.va.us/hrpolicy/policy/pol4_30LeavePolicies.pdf

VDSS Guidance

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

DIVISION OF HUMAN RESOURCES



2.25 LEAVE – GENERAL PROVISIONS

AUTHORITY, INTERPRETATION, AND REVISION:

This portion of the Standard Operating Procedure (SOP) is issued by the VDSS. The VDSS' Director of Human Resource Management (HRM) or designee is responsible for the agency's interpretation of this SOP and for its revision or rescission.

Process Flow -

1. The Leave Activity and Reporting Form is used to request time off - as well as to authorize the accrual of compensatory leave. Generally, the approval path:
 - a. begins with a request from the employee to the supervisor,
 - b. continues with the supervisory decision, and
 - c. concludes entry into CIPPS by the Leave Coordinator.
2. All approved leave must be earned and available before use. It is the employee's responsibility to ensure the accuracy of his or her leave balance. Consultation with the Division's Leave Coordinator prior to requesting leave is recommended when needed.
3. To request leave, the employee must submit the Leave Activity Reporting Form **prior** to taking leave. The form should be sent as an attachment to an email to the supervisor. If prior approval is not possible, the form should be submitted by the employee immediately upon return to work. For extended absences, such as during Virginia Sick and Disability claims, the supervisor may be required to submit a form on behalf of the employee.
4. Once a request for leave is received, the supervisor must either approve or deny the leave. This action should occur as soon as possible but within three days of the receipt of the request. Electronic approval/denial occurs when the supervisor completes the form, including the supervisor's name and attaches the completed form to an email. Approvals must be forwarded to the Division's Leave Coordinator with a copy to the employee. Denials are forwarded back to the employee.
5. The Leave Coordinator is responsible for keying the approved leave into CIPPS, using Department of Accounts (DOA) Topic No. 40105, Section No. 40100 that states "All data entry for

current and past pay periods should be completed no later than the established leave processing deadline...which is typically one day before pay day" (reference the Pay and Holiday calendar).

Special Situations –

- **Inaccurate Leave Form:** If the employee discovers he/she has submitted an inaccurate leave request, the employee must e-mail the supervisor/manager immediately. The supervisor must review the situation and notify the Leave Coordinator of any changes needed. The employee should be copied.
- **Insufficient Leave Balance:** If the employee does not have enough available leave to cover the requested time off, the Leave Coordinator must notify the supervisor. It is noted that the leave will automatically chain if one form of leave is not available, but another suitable leave type is available. For example, family personal is requested but not available. Annual leave is available. The leave will automatically chain from family personal to annual leave. The Leave Coordinator must notify the supervisor if the leave type chains. The supervisor will then follow-up with the employee so that the employee can reconcile the leave balance(s) with the Leave Coordinator.
- **Leave Without Pay:** If the employee's leave has begun but no leave is available for use, the Leave Coordinator must notify Human Resources immediately. The Leave Coordinator must fax and/or e-mail to Human Resources a keyed leave without pay leave slip and a Personnel Transaction Form (PTF) denoting the dates and hours the employee should be off payroll. Also required is a PTF returning the employee to work. Upon receipt of a LWOP PTF and leave slip, Human Resources will notify Payroll. Payroll will be responsible for docking the employee's pay. CIPPS will automatically stop all accruals. Additionally, upon HR's receipt of the return to work PTF, a copy will be provided to Payroll.

Records Retention / Maintenance -

The Leave Coordinator will retain copies of leave forms and the accompanying email for a period of five years or until audited, whichever comes later. This documentation could be maintained in an electronic format.

Upon receipt of the Leave Error/Audit Report (U-09) provided by DOA, the Leave Coordinator will verify the accuracy of the keying. If there are errors, the Leave Coordinator will correct the leave record. He/she will then verify in CIPPS the next day that the error has been corrected.

Leave Payouts -

Regardless of the type of separation, a Personnel Transaction Report (PTF) should be submitted to Human Resources *as soon as* the manager/supervisor knows the employee is leaving. Leave balances also should be submitted within two days of separation and should include the amount of leave to be paid. Leave Coordinators should change the "annual leave" indicator to "no" on the HPIUS screen in CIPPS the day after the employee's last day worked. Human Resources will verify the Leave Coordinator's reconciliation of the leave to be paid and provide Payroll with a copy of the CIPPS HPHUN screen along with the P3-A.