



2.25 LEAVE POLICY – GENERAL PROVISIONS

OBJECTIVE:

It is the Virginia Department of Social Services' (VDSS) objective to establish uniform policies by which employees are permitted to take time off from work.

EMPLOYEES TO WHOM POLICY APPLIES

The following policy applies to positions covered under the Virginia Personnel Act to include classified and restricted employees.

AUTHORITY, INTERPRETATION, AND REVISION:

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

2.25.1 APPROVAL OF LEAVE

1. Manager/supervisor approval necessary for all leaves of absence

Before taking a leave of absence from work, whether with or without pay, employees should request and receive their managers' approval of the desired leave.

2. Employee requests for leave

1. Procedure for requests

- Employees should request leaves of absence as far in Advance of the desired leave as practicable.
- Employees also should submit requests for leaves of Absence in accordance with the specific requirements set forth in the respective leave policies for requesting leave.

2. Special circumstances

If an employee could not have anticipated the need for a leave of absence, the employee should request approval for the leave as soon as possible after leave begins. In reviewing the request for approval, the manager/supervisor should consider, among other things, the circumstances necessitating leave and whether the employee could have anticipated the need.

3. Manager/supervisor action on requests for leaves of absence

- 1. When practicable, when the agency's operations are not Affected adversely, when the leave is not disruptive to other**

employees, and when the employee has an adequate leave bank, the manager/supervisor should attempt to approve an employee's request for a leave of absence for the time requested by the employee, except that compensatory and overtime leave may be scheduled by the manager/supervisor at a time convenient to agency operations.

2. The manager/supervisor has the discretion to approve the employee's request for an alternate time.

4. **Sufficient accrued leave**
 1. Managers/supervisors may not approve paid leaves of absence to be taken in a pay period in which an employee does not have sufficient accrued leave showing on the CIPPS system to cover the absence.

 2. **Employees** are responsible for knowing the amount of accrued leave to which they are entitled and that they have earned. Employees will be required to reimburse the agency for time taken off from work if they did not have sufficient accrued leave to cover such time off. Reimbursement may be in the form of money, or annual, sick, compensatory, or overtime leave.

5. **If a manager/supervisor denies request for leave of absence**

If a manager/supervisor does not approve an employee's request for leave, but the employee still takes the requested time off from work, the employee may be subject to the actions listed below:

 - the absence will be designated as unauthorized;
 - the employee will not be paid for the time missed;
 - because the employee has experienced Leave Without Pay, he or she will not accrue annual or traditional sick leave for the pay period(s) when the absence occurred; and
 - the manager/supervisor may also take disciplinary action under Policy 2.17, Standards of Conduct.

2.25.2 MAINTENANCE OF RECORDS RELATED TO LEAVES OF ABSENCE

1. **Records subject to audit**

Payment for leaves of absence is an expenditure of Commonwealth funds and, therefore, records related to employee leaves of absence are subject to audit by the Auditor of Public Accounts, the State Internal Auditor, and the agency's internal auditor.

2. Requirements for records

The agency must maintain accurate and up-to-date leave records in sufficient detail that they can be evaluated during an audit.

3. Process and recording of leave in CIPPS

1. To request leave, it is the employee's responsibility to submit via e-mail attachment to his/her supervisor an accurately completed electronic leave slip prior to the desired time away. The employee cannot request nor be allowed leave that is not already available/earned and on the books.

If the employee discovers he/she has submitted an inaccurate leave slip, the employee will e-mail the supervisor/manager copying the leave coordinator and request that the initial electronic leave slip be deleted. The supervisor will acknowledge the error via e-mail back to the employee, copying the leave coordinator for informational purposes.

2. Once received, the supervisor will then either approve or deny the leave by typing in "Approved" or "Denied" as well as their name on the supervisor's signature line and date the form.
3. The supervisor will then send the electronic leave slip by e-mail attachment to the division's leave coordinator, copying the employee requesting the leave.
4. The division's leave coordinator will download the electronic leave slip and key the leave within two days of the date the employee is off. If the employee does not have enough leave on the books to cover the time taken, the leave coordinator will apprise the supervisor.
5. It is noted that the leave will automatically "chain" if one form of leave is not available, but another is (i.e. no family personal left, but annual time still on the books). If the leave chains, the leave coordinator will notify the supervisor.
6. The supervisor will then follow-up with the employee so that the employee can reconcile the leave balance(s) with the leave coordinator.
7. If the employee is off and no leave is available for use, the leave coordinator will fax and/or e-mail to Human Resources a leave without pay slip and a Personnel Transaction Form (PTF) denoting the dates the employee should be off payroll. Notification to HR should take place immediately.
8. Upon receipt of a LWOP PTF and leave slip, Human Resources will notify Payroll.

9. Payroll will be responsible for docking the employee's pay.
10. CIPPS will automatically stop all accruals.
11. The leave coordinator will retain copies of the electronic leave slips as well as the e-mail from which the leave slip was downloaded (which verifies who approved and sent the approved leave slip) for a period of five years or until audited, whichever comes later.
12. 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 keying errors, the leave coordinator will do a maintenance to the leave record. He/she will then verify in CIPPS the next day that the error has been corrected.

4. Recording date of separation and accrued leave

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 should also be submitted within two days and include the amount of leave to be paid.

1. Employee not on leave

The PTF separation report of an employee not on leave shall state the separation date as the last day that the employee actually worked.

2. Employee on leave with pay

The PTF separation report of an employee on leave with pay shall state the separation date as the last day that the employee was on paid leave.

3. Employee on leave without pay

The PTF separation report of an employee on leave without pay who fails to return to state service shall state the separation date as the last day of leave without pay.

2.25.4 TREATMENT OF ACCRUED LEAVE ON CHANGE OF STATUS

Upon certain changes in employment status, including an employee's separation from state service, an employee may receive payment for all or a portion of his or her accrued annual, sick, compensatory and/or overtime leave. For further information regarding treatment of leave balances, see the applicable sections of those policies.

2.25.5 AUTHORITY AND INTERPRETATION

This policy is issued by the Division of Human Resource Management of the Virginia Department of Social Services. It follows guidelines provided by and pursuant to the authority provided in Virginia Code Section 2.2-1201 to the Department of Human Resource Management. Any questions should be directed to the Division of Human Resource Management. The Division of Human Resource Management reserves the right to revise or eliminate this policy as necessary.