

## Town of Montville Leave Request Process

Step I:	Step II	Step III	Step IV
Employee Leave Request to Supervisor	Supervisor Approval of Time off Request	Final Approval of Time off Request (Mayor and Supervisor)	Payroll Administration of Time Off Request
<p>1. Employee checks pay stub to ensure that they have enough accumulated time for their leave request</p> <p>2. Employee completes "Leave Request Form" to request time off</p> <ul style="list-style-type: none"> <li>▶ Employee completes name, date of request and department information</li> <li>▶ Employee completes start date of leave, end date and the total hours of leave to be requested</li> <li>▶ Employee includes supporting documentation for leave other than vacation, sick personal/holiday or comp time</li> </ul> <p>3. Employee submits "Leave Request Form" to Supervisor with ample time for approval from Supervisor and Mayor</p>	<p>1. Supervisor verifies the Request</p> <ul style="list-style-type: none"> <li>▶ Supervisor verifies that there is coverage within the department during the time that the employee has requested</li> <li>▶ Supervisor verifies that the employee has enough time to cover the request for time off</li> <li>▶ Supervisor reviews supporting documentation for leave (other than vacation, sick personal/holiday or comp time)</li> </ul> <p>2. Supervisor submits request to Mayor's office for approval of request</p>	<p>If.... Mayor Approves - Signs form and returns to Supervisor</p> <ul style="list-style-type: none"> <li>▶ Supervisor submits "Leave Request Form" to Payroll completed with signatures</li> </ul> <p>If.... Mayor does not Approve - Indicates on form "Not Approved" and returns to Supervisor</p> <ul style="list-style-type: none"> <li>▶ Mayor meets with Supervisor to discuss alternate plans or options</li> <li>▶ Supervisor meets with Employee to discuss alternate plans or options</li> </ul>	<p>1. Payroll Coordinator receives and processes "Leave Request Form"</p> <ul style="list-style-type: none"> <li>▶ Payroll Coordinator enters Leave time into Munis System and on Attendance Tracking system.</li> <li>▶ Final Approved and Processed "Leave Request Form" is stored alphabetically in Binder In Finance Library.</li> </ul>

DRAFT 2/17/10

\*\* Employees who are absent from work due to illness for more than 5 days must contact Human Resources - regardless of accrued leave time coverage.