

## LEAVE OF ABSENCE REQUEST PROCEDURE (HUM-P006)

Clarksville-Montgomery County School System

---

### 1.0 SCOPE:

- 1.1 This procedure outlines the process of requesting a leave of absence.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Human Resources Staff

### 3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Director

### 4.0 DEFINITIONS:

- 4.1 Leave of Absence (LOA): LOA is requested if absence will be more than seven (7).
- 4.2 CMCSS: Clarksville-Montgomery County School System
- 4.3 HR: Human Resources
- 4.4 Personnel Actions: Audit trail to document employee data.
- 4.5 FMLA: Family and Medical Leave Act

### 5.0 PROCEDURE:

- 5.1 Employee completes Leave of Absence/FMLA ([HUM-F015](#)) and CMCSS Request for Leave of Absence/FMLA ([HUM-F016](#)) and attaches appropriate documentation noted in HUM-F015 and submits to immediate supervisor.
  - 5.1.1 Employee Handbook includes detailed outlines of types of leave.
- 5.2 Immediate supervisor reviews and approves/disapproves request. Procedure ends at this point if LOA is disapproved.
- 5.3 Forms are forwarded to HR for final approval.
- 5.4 HR personnel review forms and documentation for accuracy and completion.
  - 5.4.1 If forms and/or documentation are not completed correctly they may be returned to employee for completion or employee may be contacted for clarification.
  - 5.4.2 If forms and/or documentation are completed correctly they are forwarded to Chief HR Officer or HR Director for approval/disapproval.
- 5.5 Notification letter is sent to employee is disapproved. Procedure ends at this point if LOA is disapproved.
- 5.6 Approved LOA request is forwarded to HR personnel for appropriate distribution.
  - 5.6.1 LOA is entered into MUNIS under personnel actions entry.

## LEAVE OF ABSENCE REQUEST PROCEDURE (HUM-P006)

Clarksville-Montgomery County School System

- 5.6.2 Copy of LOA/FMLA and notification letter is attached to MUNIS file.
- 5.6.3 LOA is added to Personnel Actions.
- 5.6.4 Notification letter and copy of LOA/FMLA are sent to the employee.
- 5.6.5 Copy of notification letter and CMCSS Request for LOA is returned to immediate supervisor.
- 5.6.6 CMCSS Request for LOA with appropriate documentation is forwarded to Benefits.
- 5.6.7 LOA/FMLA is placed in notebook and return to work date is marked on the calendar.
- 5.7 If starting or ending dates change, employee is required to notify HR in writing of the necessary changes. All staff are required to notify HR of their return or extension.
  - 5.7.1 If employee needs an extension, Request for Extension Form (ref. HUM-F031) is to be completed and forwarded with proper documentation and the above process starts again.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Leave of Absence/FMLA ([HUM-F015](#))
- 6.2 CMCSS Request for Leave of Absence/FMLA ([HUM-F016](#))
- 6.3 Notification Letter
- 6.4 Employee Record Reconciliation ([BUD-P002](#))
- 6.5 Request for Extension (HUM-F031)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
LOA paperwork	HR Office	Indefinitely	Permanent	Secured Office/Building

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/11/03		Initial Release
4/27/06	A	Remove "and notification letter" from 5.6.6 and update flowchart
2/16/07	B	Updated to MUNIS and revise flowchart
9/03/08	C	Update titles and revise flowchart to reflect new titles



**LEAVE OF ABSENCE REQUEST  
PROCEDURE (HUM-P006)**  
Clarksville-Montgomery County School System

---

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***

# Leave of Absence Request Flowchart

