



---

## **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

### **2.0 RESPONSIBILITY:**

- 2.1 Administrative Assistant I-HR

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resources Officer
- 3.2 Employment Process Coordinator

### **4.0 DEFINITIONS:**

- 4.1 Leave of Absence (LOA): A period of time an employee will be away from work.
- 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, HR Director or Employment Process Coordinator for approval/disapproval.
- 5.5 Notification letter is sent to employee if disapproved. Procedure ends at this point if LOA is disapproved.



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

- 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.
  - 5.6.2 Copy of LOA/FMLA and notification letter is attached to MUNIS file.
  - 5.6.3 Notification letter and copy of LOA/FMLA are sent to the employee.
  - 5.6.4 Copy of notification letter and CMCSS Request for LOA is returned to immediate supervisor.
  - 5.6.5 CMCSS Request for LOA with appropriate documentation is forwarded to Benefits.
  - 5.6.6 Information is added to LOA tracker spreadsheet in the HR shared drive.
- 5.7 If starting or ending dates change, employee is required to notify HR in writing of the necessary changes. HR will determine if an extension request must be completed.
  - 5.7.1 If employee is required by HR to complete an extension request, 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 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

---

4/02/13	D	Update definition of LOA, update section 5.5.7 information is added to LOA tracker; update section 5.7 and 5.7.1 requirement to request extension of LOA. Removed BUD-P002 from Associated Documents. Updated Flowchart.
4/13/15	E	Updated logo, 2.1 changed responsibility, added 3.2 & 3.3, 5.4.2 added Employment Process Coordinator, removed 5.6.3 renumbered, 5.6.6 added spreadsheet.
10/30/15	F	Removed 3.1. Updated flowchart.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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

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

Clarksville-Montgomery County School System

