La Center School District
Classified Staff Personal Leave Protocol

OPTION #1
Know the request will pass items 1 thru 5 of the HR review criteria.

See HR review criteria below.

START HERE

Staff Member makes AESOP leave request
NOTE: The staff member knows they have an adequate personal leave balance before making the request.

AESOP puts hold on request and waits for HR review.

HR receives the personal leave request from AESOP and initiates a review using the collective bargaining agreement check off protocol.

Personal Leave Request meets all five criteria.

NO → HR sends an email to staff member and administrator stating reasons why HR is not authorized to activate the request in AESOP.

YES → HR activates AESOP to find a substitute.

AESOP finds a substitute.

Staff Member needs to see leave is approved on the AESOP system.

HR Review Criteria:

1) Staff member has available personal leave.
2) Request is made at least 3 business days in advance.
3) No more than 3 days of personal leave is requested.
4) Request does not extend a holiday, vacation or break in the school year.
5) No more than 10% of classified staff is scheduled to be absent on that day.

OPTION #2
Know the request will not pass HR review.

See HR review criteria below.

START HERE

Staff Member communicates with administrator to request personal leave approval.

NOTE: Be sure to include why it did not/would not pass HR review.

Administrator receives request in person or via email from staff member with the reason why they are seeking their approval. The administrator review criteria will be used to determine approval.

Personal Leave Request meets all three administrator approval criteria.

YES → If only option #2 route was used, the Staff Member enters personal leave request into AESOP along with a note that they have administrator approval so HR will know not to review.

Administrator activates AESOP to find a substitute.

NO → Staff Member makes written request to superintendent to approve personal leave request.

Superintendent reviews request to determine the unique and/or special nature of the request to warrant approval.

Administrator Review Criteria:

1) Staff member has available personal leave.
2) Request does not extend a holiday, vacation or break in school year.
3) Administrator can support the request even though it is:
   A) Requested with less than 3 days prior notice;
   B) There is greater than 10% classified staff already scheduled to be gone.

August 30th, 2011