

Monthly Leave Sheet Submission Procedure

Starting July 1, 2017, all employees will be responsible for completing leave sheets to convey time and attendance information. The Human Resources department will no longer accept leave cards, telephone calls, or emails to convey leave. Listed below is the procedure for completing and submitting leave sheets.

1. On June 15, 2017, all district employees will receive leave sheets and instructions for completing the sheet via email. Leave sheets and instructions for completing the sheets will also be available on our website under the HR tab. This leave sheet file will have tabs for all the remaining months of the year.
2. Employees are to complete the leave sheet with their hours worked and any leave taken during the month. Leave sheets are fillable electronically.
3. Employees are still required to submit leave requests to their **immediate supervisors** for approval prior to any absences. Leave requests can be submitted via email or leave cards, depending on the preference of the supervisor.
4. **Before approving requested leave** supervisors must ensure direct reports have sufficient leave to cover requested absences. To facilitate this process, by the 15th day of the month, supervisors will be provided with a monthly leave report that is current through the end of the previous month. This report will detail the leave balances of all their direct reports.
5. If a supervisor determines that an employee must take leave without pay because they have an insufficient leave balance to cover the requested absence, then the supervisor must notify all Human Resources staff and copy Alejandra Rosario in payroll immediately with this information.
6. On the last business day of the month, employees must **sign** their completed leave sheets and submit them to their immediate supervisors. **If employees will be on leave on the last business day of the month, they are still responsible for ensuring their supervisor receives their leave sheet on time.** The leave sheet can be provided electronically on the last day of the month or can be completed in advance.
7. Supervisors will review all leave sheets from their direct reports for accuracy and completeness. They must discuss all discrepancies with their direct reports and make necessary corrections.
8. Supervisors will then **sign** the leave sheets to indicate their approval of the time.
9. Supervisors will collect leave sheets from all direct reports and forward them in one attachment to D2HR@dph.ga.gov in electronic or hardcopy format on or before the fourth business day of the next month. If there is a critical issue that delays receipt of one leave sheet, the supervisor should forward all other leave sheets to HR while waiting to receive the delayed sheet. Please review the example timeline below:

Leave Sheets for July 2017			
June 15, 2017	July 1, 2017	July 31, 2017	August 4, 2017 (at the latest)
Employees receive leave sheets for the entire year. Leave sheets are also on our website.	Employees begin completing leave sheets	Employee completes leave sheet, signs it, and submits it to their supervisor	Supervisor reviews the leave sheet, signs it, and submits packet of all direct report leave sheets to HR

10. Supervisors will be held accountable for leave sheets that are not submitted to Human Resources in a timely manner. Supervisors will also be held accountable for approvals of leave when employees do not have sufficient leave balances to support the absences. Employees are also responsible for providing accurate leave sheets to supervisors.