LATE LEAVE RECORD POLICY FOR ACADEMICS
Approved by Executive Council on 9/11/07

Monthly leave records will be emailed to your campus email address by the 1\textsuperscript{st} of each month for the prior month. In order to accommodate for obligations that tend to end before the actual end of the month, they will be sent at the beginning of the month.

The months of December and May will be sent out prior to the end of the month. Leave records should be printed, completed and given to your supervisor for approval. Leave records should be returned to the Payroll Office no later than the 10\textsuperscript{th} of each month. Those received after the 10\textsuperscript{th} will be considered late.

The following example will show how many times leave records will be requested:

- We are requesting the month of January.
  - 1\textsuperscript{st} email- February 1\textsuperscript{st} considered late if received after the 10\textsuperscript{th}
  - 2\textsuperscript{nd} email- February 15\textsuperscript{th}
  - 3\textsuperscript{rd} email- March 1\textsuperscript{st} now also emailing February leave record
  - 4\textsuperscript{th} request- March 15\textsuperscript{th} now requesting January & February

If the leave records have not been received by the end of our four attempts, the next available paycheck will be held in the Payroll Office until all outstanding leave records are received. All leave records for the fall obligation must be received by payroll by Jan 10\textsuperscript{th}, and the spring obligation by June 10\textsuperscript{th}, or the last check for each semester will be held until all leave records are on file. If you have direct deposit, the privilege will be stopped and the actual check held until all the leave records are current. If a direct deposit privilege has to be cancelled, the employee must have two months of timely leave records before the direct deposit privilege will be reactivated. The respective Executive Council member will also be notified of the situation.