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

Monthly leave records will be emailed to your campus email address each month by the 1st of each month for the prior month.

Leave records should be printed out, completed and given to your supervisor for approval. Leave records should be returned to the Payroll Office no later than the 10th of each month. Those received after the 10th will be considered late.

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

- We are requesting the month of January.
  - 1st email- February 1st considered late if received after the 10th
  - 2nd email- February 15th
  - 3rd email- March 1st now also emailing February leave record
  - 4th request- March 15th 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. If you have direct deposit, this privilege will be stopped and the actual check held until all the leave records are current. If the 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.