

**South Central Human Resource Agency
Policy and Procedures**

Content: Exempt Partial Day Absence Authorization & Approval

Subject: Exempt Partial Day Absence		Effective Date: July 28, 2009	
Reference Number: 701.3			
Objective: To approve and authorize an exempt employee's leave for a partial day absence.			
	Task	Person Responsible	Time Frame
1	<p>If earned leave is taken - complete a leave request form and proceed with leave request procedures/policy.</p> <p>If leave is not taken –</p> <ul style="list-style-type: none"> • If time is less than 2.5 Hours (no written documentation is necessary) • If time is in excess of 2.5 Hours – Give justification or explanation as to why earned leave is not being taken. 	Employee	Prior to taking leave
2	Send or Deliver request to direct supervisor for approval.	Employee	Prior to taking leave
2	Approve or deny partial day leave request by responding to email, signing memorandum of request, or signing leave request form.	Direct Supervisor	When Received
3	Attach leave sheet or approved authorization for partial day absences (email response, supervisor signed memorandum of request, or leave sheet) to time sheet at end of pay period.	Employee	When completing Time Sheet
4	Reconcile absences, with request for same, when checking and signing Time Sheets for accuracy and validity.	Direct Supervisor	At Time Sheet Approval

* Please be advised that abuse in claims of work that is performed outside of your regular work week will not be tolerated and will result in disciplinary action.