

Leave Without Pay Request Procedures

The purpose of Leave Without Pay Request is to record approved non-paid time off.

- Employee submits a Leave Without Pay Request to their immediate supervisor anytime they are needing 2 or more days off and do not have any paid leave.
- Supervisor approves or denies the requested leave dates and forwards to Program Director; making a copy as needed for record keeping purposes.
- Program Director approves or denies the requested leave dates and forwards to the Executive Director.
- Executive Director approves or denies the requested leave dates and returns the form to the employee.
- Employee signs the form to indicate the receipt of the determination and retains the form for their records.

10/09