

## LEAVE REPORTS

1. Leave is to be reported to the director by email.
2. Send personal leave reports as soon as you wish to request leave.
3. Send sick leave reports for doctor and dentist appointments as soon as you make the appointments.
4. Send unplanned sick leave reports the first day you are back at work.
5. The leave is reported on the subject line of the email in the following format:
6. Last Name, Date of Leave, Number of hours, Type of Leave  
Smith, 9/1/00, 8 hrs, sick
7. You may report several days at one time.  
Doe, 10/5, 6, 8/00, 24 hrs, personal
8. If you report days in different months on the same email you must give the total hours for each month.  
Smith, 8/31 8 hrs, 9/1, 2, 3/00 24 hrs, personal
9. If you don't take the leave you've already reported, send a correction with the hours as a negative and the type of leave "not taken."  
Doe, 10/8, -8 hrs., personal not taken