

# Facilities Development and Operations

## Time Off Request Process

	Request for 4 days or more	Request for 3 days or less	Emergency Time Off Request
<b>Time Off request methods</b>	Requires 30 days advance notice	If less than 30 days advance notice	<b>Must be submitted on the same day of time off.</b> (Includes Employees leaving work due to an emergency)
	<p>Employee completes and submits <b><i>Time Off Request Form</i></b> (NCR) to Supervisor. Administrator receives request from Supervisor and either approves or denies request based on operational needs.</p> <p style="text-align: center;"><b>or</b></p> <p>Employee downloads and submits on-line PDF version of <b><i>Time Off Request Form</i></b> to Supervisor via E-mail or hardcopy. Administrator receives request from Supervisor and either approves or denies request based on operational needs.</p>	<p>Employee completes and submits <b><i>Time Off Request Form</i></b> (NCR copy) to Supervisor. Administrator receives request from Supervisor and either approves or denies approval of time off is based on operational needs.</p> <p style="text-align: center;"><b>or</b></p> <p>Employee downloads and submits on-line PDF version of <b><i>Time Off Request Form</i></b> to Supervisor via e-mail or hardcopy. Administrator receives request from Supervisor and either approves or denies request based on operational needs.</p>	<p>Employee must promptly notify appropriate Administrator in person or by telephone upon notice or becoming aware of the emergency and prior to departing campus. If employee is unable to contact appropriate Administrator, employee must leave a voice mail message briefly indicating circumstances for the emergency time off request or immediately contact his/her Supervisor. Note: Approved time off granted by telephone or e-mail must be followed up with the employee submitting a <b><i>Time Off Request Form</i></b>.</p>

Note: The term "Emergency" is employee situational based and the appropriate Administrator will need to exercise appropriate discretion and judgment for approving/denying emergency request. As an example, a serious and sudden medical event regarding a family member would be deemed an "emergency".