



SOP No	1.006A
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## TIME OFF REQUEST PROCESS SUMMARY

Vacation Request Process	
At Least 30 Days Notice	Less Than 30 Days Notice
<p><b>SETC</b> Article 16.2(f): such requests shall be submitted in writing at least thirty (30) days in advance.</p> <p><b>CSUEU</b> Article 14.9: such requests shall be submitted in writing to the appropriate administrator at least thirty (30) days in advance.</p>	<p><b>SETC</b> Article 16.2(f): if employee submits a vacation request for three days or less with less than thirty days (30) notice such requests will be approved subject to operational needs.</p> <p><b>CSUEU</b> Article 14.9: if an employee submits a vacation request for five (5) days or less with less than thirty (30) days notice, such request will be approved subject to operational needs.</p>
<b><u>PROCEDURE</u></b>	<b><u>PROCEDURE</u></b>
<ol style="list-style-type: none"> <li>1. Employee completes and submits to supervisor Time Off Request Form.</li> <li>• NCR Time Off Request form – submitted in hard-copy only.</li> <li>2. Administrator receives request from supervisor and in writing either approves or denies request based on operational needs.</li> </ol>	<p><b>Vacation requests made with fewer than 30 days notice should be the exception and not the rule. Employees should make every reasonable effort to minimize the occurrence of such vacation requests.</b></p> <ol style="list-style-type: none"> <li>1. Employee completes and submits to supervisor Time Off Request Form.</li> <li>• NCR Time Off Request form – submitted in hard-copy only.</li> <li>2. Administrator receives request from supervisor and in writing either approves or denies request based on operational needs.</li> </ol>
Sick Leave Process	
<p><b>SETC</b> Article 18.4: an employee shall be responsible for reporting an absence to the appropriate administrator promptly, and preferably before the start of the shift.</p> <p><b>CSUEU</b> Article 15.5: an employee shall be responsible for reporting an absence to the appropriate administrator as soon as possible in compliance with department and campus policies. Extenuating circumstances may prevent an employee from calling in before the start of his/her shift, but the employee will make every effort to call in as close to the start of the shift as possible.</p>	
<b><u>PROCEDURE</u></b>	
<ol style="list-style-type: none"> <li>1. The employee must promptly contact the Appropriate Administrator prior to the start of shift, if at all possible, and should leave a voicemail.</li> <li>2. The employee shall also contact his/her appropriate supervisor and leave a voicemail.</li> <li>3. As soon as s/he returns to work employee completes and submits to supervisor Time Off Request form. Employee shall use: NCR Time Off Request Form – Submitted in hard-copy only.</li> </ol>	
<b><u>PARTIAL SICK DAY</u></b>	
<ol style="list-style-type: none"> <li>1. Employee must promptly notify the Appropriate Administrator and supervisor when leaving early from work due to illness.</li> <li>2. Employee should fill out the NCR Time Off Request form and sign the form <u>prior</u> to departure from campus.</li> </ol>	