



## Process for Requesting Leave

Employees must submit all requests for sick leave, vacation leave, leaves of absence, or extensions of leaves of absence as soon as they become aware of the need for leave, in advance of the leave, directly to their supervisor. Please check with your supervisor as to the method/process they would like you to follow when making your request(s).

In addition all requests for sick leave, vacation leave, paid or unpaid leaves of absences should be entered into the online [Time and Leave Reporting System](#).

Check the applicable collective bargaining agreement or personnel plan for further details.

### *What employees need to do...*

- Submit request for leave as soon as possible, using the method/process specified.
- Enter request for leave into the online [Time and Leave Reporting System](#).