

## **Overview**

This procedure explains the process of reporting leave for faculty and other exempt employees.

## **General Guidelines**

### **Monthly Leave Report**

A preprinted form is used for reporting leave taken for all exempt employees and faculty. The Monthly Leave Report will be printed for each home department and will show all employees currently active for whom sick or vacation leave may need to be reported. The document is issued each month and covers the month ending with the date shown in the upper section of the form.

## **Forms**

A copy of the Monthly Leave Report is available as a reference for the following instructions. This sample form has numbers written on it which correspond to the numbers in the instructions below.

### **Preparation of the Monthly Leave Report**

The following information is preprinted on the Monthly Leave Report:

1. Home Department Name
2. Period End Date
3. Employee's Name
4. Employee's Identification Number

### **Errors and Omissions**

If any preprinted information is incorrect, draw a line through the incorrect data and write the correct information on a blank line. If more space is needed, use a blank form.

### **Information to be Reported by the Department Representative**

The department representative should record the cumulative sick and/or vacation leave taken by each employee. A detail record of sick and/or vacation leave should be maintained by the department. Only the summary record should be submitted to the Payroll Office.

## **Signatures**

The supervisor, department head, or an authorized representative must sign the Monthly Leave Report. Space for a second departmental signature may be used at the discretion of the department head, if the guidelines of the department require it.

**Leave Report Submission**

Departments may enter the leave information into the on-line system by the 10<sup>th</sup> of the month following the Period End Date. If a department does not enter the leave information on-line, the department should submit the Monthly Leave Report to the Payroll Office no later than the 10<sup>th</sup> of the month following the Period End Date.

Questions regarding completion of the Monthly Leave Report should be directed to the Payroll Office.