

**The Evergreen State College**  
**Leave System Procedures**  
Revised September 2016

## **OVERVIEW**

All classified and exempt leave eligible employees shall use the online leave system to request Leave.

These procedures apply to all staff and their supervisors.

### **Online Leave System**

The online Leave System is for employees to review leave balances, accruals and adjustments, submit requests and view leave history. These functions are accessed through <https://my.evergreen.edu> under the **Employees** section selecting the **Leave Requests** link.

The online Leave System is for supervisors to submit proxy requests; approve and / or deny requests and view related history. These functions are accessed through <https://my.evergreen.edu> under the **Employees** section selecting the **Approvals** link.

A work schedule change/assignment form must be completed for classified and exempt staff and sent to HRS. The form is available at <https://www.evergreen.edu/humanresources/forms.htm>. For classified staff the work schedule change/assignment form is required to ensure that the correct schedule is generated in the time and leave system (see Collective Bargaining Agreement for more information about schedule changes). For exempt staff the work schedule change/assignment forms are needed to reflect in the leave system the employee's core hours of work.

## **PURPOSE**

The online Leave System is intended to create and maintain accurate leave records while facilitating the leave request process in a timely manner and is not intended to completely replace necessary communication between employees, supervisors, Human Resource Services (HRS), Payroll and Benefits office (Payroll), and any other involved parties.

## **ROLES AND RESPONSIBILITIES**

### **Employees**

Employees shall enter Leave Requests in advance when the leave is foreseeable such as for vacation time or medical appointments. Leave Requests for unanticipated leave shall be entered no later than the first day upon returning to work.

When the employee submits the Leave Request it is automatically forwarded to the appropriate supervisor.

Employees may revise or cancel a request while it is pending their supervisor's decision. If however, an employee would like to make a change after the request has been approved, the original request must be cancelled and a new Leave Request must be submitted.

The status of a submitted Leave Request can be accessed at the same web location under the **Recent Requests** and/or in the **Leave History** tab.

Employees are responsible for regularly reviewing their leave balances. Variances or discrepancies should be reported to their supervisor to ensure that a review takes place in a timely manner.

## **Supervisors**

Anyone who supervises leave eligible staff has the responsibility to ensure that leave requests are administered appropriately within their unit.

All supervisors will use the online **Approvals** link in the Employee section through <https://my.evergreene.edu> to approve / deny employee leave requests.

Supervisors will review a Leave Request no later than ten (10) days after the request is submitted, and decide upon either approving or denying the request.

If the employee is not able or unavailable to initiate a Leave Request, such as during an extended absence of three or more days, the supervisor will submit “proxy” Leave Request on behalf of the employee. This includes situations when the employee is on Leave Without Pay status (LWOP).

Supervisors must provide a written reason for denying a Leave Request using the Supervisor Comments section.

Training employees on the Leave System is the responsibility of the supervisor. Human Resource Services is available to assist with any training needs and provides time and leave user training resources through the HRS website <https://www.evergreen.edu/humanresources/leave.htm>.

Supervisors are responsible for working with HRS to ensure all errors, discrepancies and payroll related questions are resolved in a timely and satisfactory manner.

## **LEAVE SYSTEM USER QUESTIONS**

For leave system user questions email the Time and Leave DL [timeandleave@evergreen.edu](mailto:timeandleave@evergreen.edu).

Regarding any of the above procedures and questions about leave rules contact [HumanResources@evergreen.edu](mailto:HumanResources@evergreen.edu), call the office at (360) 867-5361 or visit the HRS website <https://www.evergreen.edu/humanresources/leave.htm>.