

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-3

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: Requesting/Approval of Annual Leave/Sick Leave/Child Involvement Leave

EFFECTIVE DATE: January 29, 1996

All employees requesting annual leave, child involvement leave, or sick leave for a doctor's appointment, should submit the Leave Authorization Slip (SBI-108) at least one (1) week prior to taking the leave. The completed leave slip must be placed in the supervisor's mailbox for approval. When approved, the leave slip will be forwarded to the section secretary, who will be responsible for posting the approved leave on the section calendar.

The secretary will then route a copy to the court coordinator and return the original to the employee who requested the leave.

The original is then attached to the weekly that corresponds to the time that the leave was taken. Leave for each work week (that is Monday through Friday) must be placed on a separate leave slip so that it can be attached to the corresponding weekly.

Leave requests for more than eighty (80) hours must be accompanied by a memo stating the reason for the excess leave.

At times there may be a need for unexpected leave and, in that case, the employee must call the section supervisor or the designated person in charge between the hours of 8:00 am and 10:00 am to request that leave. Upon returning to the office, the normal procedures of submitting a leave slip will be completed.

If an employee is sick, and requesting leave, he or she must call the section supervisor or he designated person in charge between the hours of 8:00 am and 10:00 am and request sick leave. If that employee is unable to come to the office on the second day, he or she need not call again. However, if on the third day they are still unable to come to the office, they must again call the section supervisor or the designated person in charge between the hour of 8:00 am and 10:00 am and advise him or her of their condition and their expected date of return.

Each employee is allowed eight (8) hour a year for child involvement leave. All child involvement leave *must* have prior approval by the section supervisor.

Any employee requesting leave during a period when they will be on call, must arrange for a voluntary and suitable replacement to be on call for them prior to requesting that leave.