

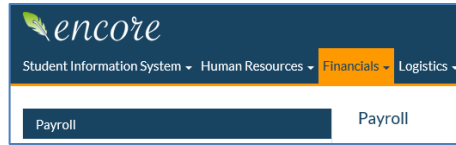
Advanced Leave Requests for Classified Employees

PERSONAL LEAVE:

Educators may request an advance of up to 5 Personal Leave days per contract/school year.

To request an advance of Personal Leave (in Encore):

- Select → Financials
- Payroll
- Advanced Leave Requests



OR type "**Advanced Leave Requests**" in your search bar:



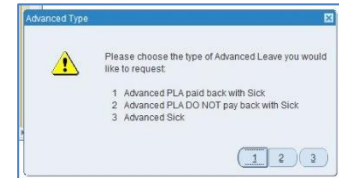
Note: You must enter a separate line item for each day/half-day requested.

Step 1: "Requested Date Off"

- Dates must be entered in Encore format: DD-MMM-YYYY
- Requests should be done in **advance**. However, if the absence(s) have already occurred you can still request advanced leave by entering FUTURE dates. In these instances, please note the actual date(s) off in the "Comments" field, along with the reason for the absence.

Step 2: "Leave Type"

- Request *Advanced PLA* (Personal Leave)



Step 3: "Pybck PLA" (Payback Personal Leave with 1.5 days of Sick Leave – Yes/No)

- If you want to **payback** the advanced Personal Leave day with a day and a half of Sick Leave, select "Yes" (*Option 1 on the "Advanced Type" pop-up menu above*). *Make sure you have enough Sick Leave to do this.
- If you DO NOT want to payback the advanced Personal Leave day with Sick Leave select "No" (*Option 2 on the "Advanced Type" pop-up menu above*), but remember:
 - 1) Your Personal Leave accrual will be affected in the following year or years, depending on how many days were advanced.
 - 2) If you end your employment the cash value of the Personal Leave credit must be paid back to the District and may be withheld from your final District paycheck.

Step 4: "% Day"

- Select either .5 or 1 Full Day. (A "day" is based on your AUTHORIZED DAILY hours.)

Step 5: "Hours"

- If you tab through this field from the "% Day" column, your authorized daily hours should automatically pop into this field.

Step 6: "Comments"

- Enter comments describing the reason for the advanced leave. (i.e. Daughter's wedding)
- Remember to also put the actual day off in the comments if you are *advancing* days that have already been used.

Step 7: "Save"

- Once you save the request it will appear on the Principal's screen for approval. When it has been approved the leave will show up on your Daily Leave Screen as "*Advanced Personal Leave*" so your secretary can enter your time off.
- If you have opted to payback your Personal Leave advanced with one and a half days of Sick Leave, those Sick Leave hours will be deducted on the day the *Advanced Personal Leave* is used. (i.e. **8 hours** of *Advanced Personal Leave* will be deducted along with **12 hours** of *Sick Leave*).

Advanced Leave Request Example:

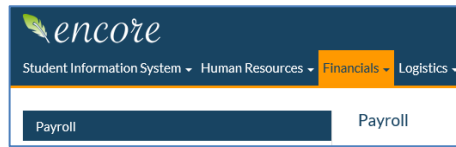
Job Status	Position	Position Description	Location	Location Description	Associated Positions	
Current		ELEM TEACHER	166	FOXBORO ELEMENTARY		Save Dismiss
Requested Date Off	Leave Type	Pybck PLA	% Day	Hrs	Comments	PLA Report Days Being Requested
02-MAR-2018	ADVANCED PLA	Yes	1	8	Daughter's wedding	1

SICK LEAVE:

Classified employees may request an advance of Sick Leave days, but not to exceed 5 days in any three year period.

To request an advance of Sick Leave (in Encore):

- Select → Financials
- Payroll
- Advanced Leave Requests



OR type "**Advanced Leave Requests**" in your search bar:



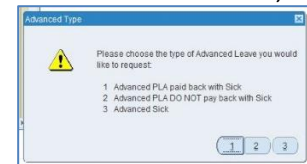
Note: You must enter a separate line item for each day/half-day requested.

Step 1: "Requested Date Off"

- Dates must be entered in Encore format: DD-MMM-YYYY
- Requests should be done in **advance**. However, if the absence(s) have already occurred you can still request advanced leave by entering FUTURE dates. In these instances, please note the actual date(s) off in the "Comments" field, along with the reason for the absence.

Step 2: "Leave Type"

- Request *Advanced Sick* (Option 3 on the "Advanced Type" pop-up menu).
- Remember:
 - 1) Your Sick Leave accrual will be affected in the following year or years, depending on how many days were advanced.
 - 2) If you end your employment the cash value of the Sick Leave credit must be paid back to the District and may be withheld from your final District paycheck.



Step 3: "Pyback PLA"

- This option does not apply to Advanced Sick Leave and will automatically be marked "No".

Step 4: "% Day"

- Select either .5 or 1 Full Day. (A "day" is based on your AUTHORIZED DAILY hours.)

Step 5: "Hours"

- If you tab through this field from the "% Day" column, your authorized daily hours should automatically pop into this field.

Step 6: "Comments"

- Enter comments describing the reason for the advanced leave. (i.e. Surgery)
- Remember to also put the actual day off in the comments if you are *advancing* days that have already been used.

Step 7: "Save"

- Once you save the request it will appear on the Principal's screen for approval. When it has been approved the leave will show up on your Daily Leave Screen as "*Advanced Sick Leave*" so your secretary can enter your time off.

Advanced Leave Request Example:

Job Status	Position	Position Description	Location	Location Description	Associated Positions	
Current		ELEM TEACHER	122	COOK ELEMENTARY		<input type="button" value="Save"/>
						<input type="button" value="Dismiss"/>
Requested Date Off	Leave Type	Pyback PLA	% Day	Hrs	Comments	PLA Report Days Being Requested
01-MAR-2018	ADVANCED SICK	No	1	8	Dental Surgery	0
						Sick Report Days Being Requested
						1