



*This procedure outlines the manner in which classified staff should submit requests for the various types of leave time.*

### **WSU and College of Pharmacy policies prevail**

Time-off work shall be consistent with WSU and College of Pharmacy policies. Classified staff shall obtain approval for time-off from their immediate supervisor.

### **Procedure specified for requesting time-off**

In the event that time-off is to be taken, the following procedures should to be followed:

- a. Annual Leave, Personal Holiday, Compensatory Time, and Bereavement Leave are subject to prior supervisory approval before time-off will be granted. Classified staff requesting time-off need to submit a *Request for Time-Off* form (F108) signed by their immediate supervisor to the administrative office for record keeping.
- b. Sick leave may be used for any illness, disability or injury which incapacitates the employee from performing required duties. Notification of supervisor as soon as possible is required.
- c. Accrual of Compensatory Time shall have supervisory approval before both being granted and used.

### **Sick leave and emergency leave policy specified**

Emergency leave, or leave without prior approval such as sick leave, shall be granted in conformance with the policies of the University and the College of Pharmacy.