

Farmingdale State College

TO: Classified Staff Employees
FROM: Marybeth Incandela
Director of Human Resources
DATE: February 27, 2014
RE: Leave Requests

As per your contract and the Department of Civil Service Attendance and Leave Manual, employee absences fall into several categories.

Scheduled absence is one for which an employee provides advance notice and prior approval is given. This is an authorized absence. Advanced notice should be provided for all absences when possible, including scheduled sick leave and doctor's appointments.

Authorized but unscheduled is an absence in which the employee did not pre-schedule, but the supervisor approves after the fact. These absences may be due to an unplanned sick day or an unexpected emergency.

Unauthorized absence is one for which the employee is absent and does not receive approval from the supervisor. For example, if an employee is absent without seeking permission from, or reporting the absence to the supervisor, the absence is unauthorized. If the supervisor denies an employee's request to use personal or annual leave, saying, for example, that the unit cannot afford to have the employee take leave on the day in question and the employee is absent anyway, the absence is unauthorized. Unless prior approval for leave without pay is obtained, any absence in which an employee does not have the proper leave accruals to charge is considered unauthorized.

Attached is an updated version copy of the leave request form. **If the supervisor does not approve the leave either before or after the absence, it is unauthorized.** For additional information, please refer to the FSC Time and Attendance Guidelines brochure. Copies are available in the Department of Human Resources or on the FSC Human Resources website.