

Flow Form Directions:

Form: EMPLOYEE LEAVE REQUEST FORM

Employee:

1. Go to Human Resources Forms and Links
 - a. Click on Employee Leave request form
 - b. Complete the information requested – Reason and comments must be entered
 - c. Who should approve your leave- use the drop down box (please notify us if your supervisor is not listed)
 - d. Press Submit

Supervisor Approval:

1. Review the request from the employee
 - a. Either approve or deny –please add note as to why if declining request

Human Resources:

1. Click on request of employee
2. Look at process to see that supervisor has approved
3. Check to see if the employee has enough accrued hours for their request
4. Approve or Deny request sending a note back as to why declining if necessary
5. Click “view request”
 - a. Click on “view printable version” and print off document
6. Initial on form to reflect completion of electronic process
7. Ready for payroll