

Scenario

Employee calls in sick to supervisor on Monday. Employee continues to call in sick for the next four days. Employee is unable to submit leave documents. The employee only has 8 hours sick leave and 8 hours vacation leave. Leave Traq and Time Traq documents have to be submitted on Friday. **What can the manager do for the employee?**

1. *Complete Leave approval Notification and have Department Leave Coordinator submit leave for employee and send this documentation to HR.*

Submitted Sick Leave for employee on Monday (8 hours).

Submitted Vacation Leave for employee on Tuesday (8 hours).

Submitted Leave Without Pay for Wednesday - Friday. (24 hours).

Once the employee returns to work the employee must supply Medical Certification for the five days absent.

OR

2. *Cancel employee's timesheet*