

Emergency Leave Submission

Employee notifies supervisor via telephone of his/her illness.

Supervisor completes the Approval Leave Notification Form that employee is out sick.

Manager notifies the Department Leave Coordinator

Department Leave Coordinator completes paper leave document (forward to HR) and submits Leave in Leave Traq.

Dept. Leave Coordinator files original and sends HR a copy or HR files the original paper leave document as part of Leave Records .(Department needs to retain a copy of the document)

