

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #340**

LEAVE, HOLIDAYS, AND WORKERS COMPENSATION

LEAVE:

ANNUAL LEAVE: refer to DHR Personnel Policy #1003 and DHR Personnel Policy #1006.

SICK LEAVE: refer to DHR Personnel Policy #1003 and DHR Personnel Policy #1006.

PERSONAL LEAVE: refer to DHR Personnel Policy #1006.

OTHER TYPES OF LEAVE:

Administration of Employee Leave Program – refer to DHR Personnel Policy #1003.

Family and Medical Leave – refer to DHR Personnel Policy #1005.

Temporary Disability – refer to DHR Personnel Policy #1006.

Leave of Absence Without Pay – refer to DHR Personnel Policy #1007.

Miscellaneous Leave – refer to DHR Personnel Policy #1008.

Leave Donation – refer to DHR Personnel Policy #1010.

The employee should request annual leave in advance and provide the supervisor with a completed **Leave Request (DHR)**. In the event of emergency annual leave, the employee should notify the supervisor as soon as possible and submit the written leave request upon return to work.

Procedures for personal leave are the same as annual leave.

Absences for sick leave should be reported to the supervisor as soon as possible. The employee will provide the supervisor with a completed **Leave Request (DHR)** immediately upon return to work. Necessary leave for scheduled medical or dental appointments or anticipated surgery should be approved in advance on an **Leave Request (DHR)**.

The approved **Leave Request (DHR)** forms are to be submitted to the leave keeper prior to the pay period end date each time leave is taken. The leave keeper records the information on the Leave Grid and submits the grid to the State Personnel Office by the specified due dates. The leave keeper is responsible to resolve all leave discrepancies.

Leave information will be maintained in the regional office for a minimum of three years.

STATE HOLIDAYS: refer to DHR Personnel Policy #1004.

WORKER'S COMPENSATION: refer to DHR Personnel Policy #1701 and DHR Personnel Policy #1702.