

## **PROCEDURE – EMPLOYEE ABSENCE REQUEST – F.HR.05**

The Employee Absence form is used to request time off using sick/personnel time. According to GCC policy, all non-emergency absences must be approved in advance.

- 1) Go to the forms page on the GCC website at <http://www.gcccharters.org/staff/employeeAbsenceRequest.pdf> and open the Employee Absence Request.
- 2) Print the form and complete the applicable sections.
  - a. If the absence is due to medical reasons, and is more than three (3) days, attach a physician's statement.
  - b. If the absence is due to Jury Duty, attach the summons and proof of appearance.
- 3) Sign the form and submit the form, along with attachments, to the Principal or Supervisor for approval.
  - a. If approved, the Principal will submit the form to GCC Human Resources and keep a copy at the site.
  - b. If denied, the Principal will return to form to the employee with explanation.
- 4) If approved, Human Resources will review the request and, if complete, send to the Superintendent/CEO for approval
  - a. If approved, Human Resources will enter the absence into QSS.
  - b. If denied, Human Resources will return the form to the employee with an explanation.