



Human Resources and You

Administrator-Leave of Absence Request and Report of Absence

The Office of Human Resource Services has prepared this guide to serve as an informational resource for Administrators to assist in completing leave of absence requests and reporting of absences. This process currently applies to Administrators only.

Effective with the October 2008 payroll, this new process will allow the Classified and Academic Administrators to submit one form to serve as both the leave of absence request form and leave report form. You will not be required to complete a service report each month. The Leave of Absence Request for Administrators form has been revised to include all types of leave available to an Administrator.

How do I request leave of absence in advance?

1. View and print the **Leave of Absence Request and Report of Absence** form on the Office of Human Resource Services website.
 - For **internet** access from your personal computer, logon to www.clpccd.org/HR
 - Select and print the **Administrator - Leave of Absence Request and Report of Absence** form from our website:
 - Click on form, complete form, print, sign, and submit to your Supervisor for approval.
2. Keep a copy of the approved form for your records and send the original signed and approved form to Payroll. Payroll will use this form to update leave balances.

How do I report my sick leave that was not requested in advance?

1. When returning from an absence for which you did not request leave in advance, complete the **Administrator - Leave of Absence Request and Report of Absence** form on the Office of Human Resource Services website.
 - For **internet** access from your personal computer, logon to www.clpccd.org/HR
 - Select and print the **Administrator - Leave of Absence Request and Report of Absence** form from our website:
 - Click on form, complete form, print, sign, and submit to your Administrator for approval.
2. Keep a copy of the approved form for your records and send the original signed and approved form to Payroll. Payroll will use this form to update leave balances.

How do I modify previously approved leave?

- You can either:
 - Copy your previously approved form, check box 12 to cancel previously approved leave date/type of leave. Submit to your Supervisor for signature. Send revised leave form to Payroll for correction of your leave balances.
- Or:
 - Submit a new completed leave of request form, check box 12 to cancel previously approved leave date/type of leave. Submit to Supervisor for signature. Send the original form to Payroll for correction of your leave balances.

Please review your earnings statement each month to verify your leave balances are correct.

If you have any questions, please contact Lori Benetti, Payroll Manager, at (925) 485-5228.