

CALS Policy on signing Leave Reports

Effective with FEBRUARY, 2006, Leave Reports

Monthly leave reports are to be signed by the immediate supervisor of the employee. This responsibility can only be delegated if there is an extended absence of the supervisor, in which case the responsibility will be temporarily assigned to another individual having knowledge of the individual's work schedule.

Rubber stamp signatures will **NOT** pass audit. Reports must have original signatures.

Reports may not be dated before the last working day of the month or the last day worked in the month.

All forms are to be turned into the departmental/center office for entry into the leave reporting system. Follow up by the departmental administration is required if a form is delinquent more than 30 days.

Department Chair's and Center Director's* Leave Reports

The Monthly Leave Reports of the Department Chair and Center Director must be sent to the Office of the Dean and Director for signature.

- The Department/Center will enter the leave into the leave accounting system and make a copy for their records.
- Completed leave report form signed by the Chair, as employee, should be sent to Janis Simons, 140 Ag Hall.
- The Executive Associate Dean or designee will sign as supervisor.
- The form will be filed in the Chair's personnel folder in the Dean's Office.

*Center Directors who report all their leave through their academic department require only the Department Chair's signature and their reports remain in the academic department office.