



HUMAN RESOURCES

Online Leave Request and Approval Policy

POLICY Number: B-007

6 February 2013

1. **AUTHORITY:** Director of State Civil Service (SCS) as contained in La R.S. 36:54.
2. **REFERENCES:** Office of State Uniform Payroll, State laws, Department policy and Civil Service Rules, DSCS Policy B-006 (Time and Attendance Policy).
3. **PURPOSE:** To establish a method of requesting leave online.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
5. **DEFINITIONS:**
 - A. **Online leave:** is a method of requesting annual and sick leave, and leave without pay through the Louisiana Employees Online (LEO) web-site at <https://leo.doa.louisiana.gov>.
 - B. **SF-6:** – Application for Leave Form:
<http://intranet/Intranet%20Docs/Policies,%20Procedures,%20and%20Forms/Forms/LEAVE%20SLIP.docx>
6. **POLICY:** It is the Director's policy that State Civil Service shall require procedures for requesting, approving, disapproving and cancelling online leave requests. This method of requesting leave does not eliminate the requirement to get verbal or written approval of leave requests from the supervisor prior to requesting leave online.

Online leave is not a complete time and attendance system and does not address earning K-time or recording time worked, etc. Time sheets are required and all hours worked and all leave taken is still entered and certified.
7. **PROCEDURES:**
 - A. The Fiscal Section is responsible for employee training and information regarding Online Leave.

- B. Supervisors planning to be out of the office for an extended period of time shall designate one or more substitute approvers (There should only be one substitute approver for each day). Supervisors should follow guidelines for substitute approvers as provided in the tutorial program on LEO.
 - C. Online leave request for unplanned sick leave may be transmitted from your home computer through LEO; however, employees are still required to notify their supervisor by telephone of the absence, using established procedures.
 - D. Online leave requests are processed for the current and future pay periods only.
 - E. Timekeepers will use the LaGov HCM ZT 20 Report to record approved leave on timesheets. Timekeepers shall self audit to ensure that leave reported on the ZT 20 Report is accurate.
 - F. A SF-6 is NOT required for any leave entered and approved online.
 - G. If a change to the Online Leave Request is needed after submitting to supervisor and the leave request has not been approved/posted, then employees can cancel the leave request in LEO.
 - H. If a change to the Online Leave Request is needed after submitting to supervisor and the leave request has been approved/posted, then employees can cancel the leave request in LEO and the Supervisor must approve the Canceled Leave Request.
8. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations, Office of State Uniform Payroll, state and/or federal law.

s/Shannon S. Templet
Director