



## Director Approving Leave Checklist

The following is intended to provide a guideline for supervisors and directors to use when considering out-of-state travel requests for employees and is also useful in other time-off or leave request cases as well.

### Step 1) Review:

- A) What type of leave? Vacation, sick, personal, bereavement, unpaid? Combination?
- B) If Combination – Confirm this has been submitted properly from the employee in UKG
  - Sick, Vacation, Personal Leave, Unpaid (non-BE staff) can be submitted through the Time Off tile in UKG
  - Unpaid leave (BE staff) and bereavement can be submitted through a Leave of Absence request in the employees Schedule tile
- C) If Unpaid, does the staff understand average hours worked will be impacted, potentially compromising benefit eligibility?
- D) Does FMLA apply to this situation? FMLA is relevant for 3 or more days of leave when related to an employee or family member's serious health condition and other related events covered under federal law. If FMLA applies, contact the HR department or submit a Leave of Absence case in UKG for review and determination.
- E) If Out of State Travel – follow information collection listed below.

### Step 2) Validate:

- A) Does the staff have enough leave to cover the period of time requested and required quarantine period, if applicable?
- B) Do you have staffing coverage to support the requested time off and quarantine period, if applicable?
- C) You have authority to deny if the request is outside of policy as outlined by the Employee Practices Manual; which includes if not requested timely, is unreasonable, or elicits hardship on the Agency.

### Step 3) Confirm Out of State Travel Details:

- A) Out of State Travel – all requests for out of state travel must be vetted and approved directly through the Director.
- B) Upon approval of leave, **the Director must notify the Hope Healthline with following details of the travel**, and submit a copy of the approved PLF with the attached information to Human Resources.
- C) The following information should be collected from the employee for their travel when reviewing the request:
  1. Where is their travel destination(s)? Does it include travel within the U.S., International, or both? Are there any additional risks associated with this travel destination?
  2. Confirm actual dates of travel.
  3. What is their level of protection? Will they be required to quarantine upon return? Confirm dates requested include any required quarantine timeframes based on level of protection.