

IOWA STATE UNIVERSITY
Industrial and Manufacturing Systems Engineering
LEAVE REQUEST/REPORTING PROCEDURES
P&S and Merit Employees

Please adhere to the following procedures when requesting and reporting accrued paid leave:

Requests for any type of leave should be made through ISU's web-based Workday System via the Absence worklet found on your Workday home page. Communication regarding leave with your immediate supervisor is required. Courtesy notification to appropriate/affected co-workers is also recommended. For all types of leave, notifications/requests should be made as soon as the need for the leave is known and/or scheduled. The type of leave and number of hours being requested should be clearly stated. If the number of hours needed is unknown at the time of the request, an estimate should be given with an update of the actual hours used when known.

1. **Vacation:** The notification/request should be made as soon as the need for leave is known/scheduled. For additional information on the accrual and usage of vacation leave, you may refer to <http://policy.iastate.edu/policy/leave/vacation>.
2. **Sick Leave:** The use of accrued sick leave for planned absences of *employee*, such as doctor/dental appointments, medical procedures, etc. should also include notification as soon as the need for leave is known or scheduled. For unplanned absences, such as illness, notification should be made as soon as the need for leave is known, but no less than prior to the start of the work day of absence. NOTE: Other use of sick leave includes emergency and/or funeral leave (for immediate family*) where both are used from sick leave accrual – see below for further explanations on these types of leave. For additional information on the accrual and usage of sick leave (all uses), you may refer to <http://policy.iastate.edu/policy/leave/sick>.
3. **Emergency Leave:** Up to 40 hours per calendar year plus at most 40 hours of additional emergency leave from prior year carryover hours if available for the care of/attention to *immediate family members**.
4. **Funeral/Pallbearer Leave: (Funeral)** Not to exceed three days (24 leave hours) for each occurrence of an immediate family member's* death. **(Pallbearer)** Not to exceed one day (8 leave hours) for each occurrence for service as a pallbearer of a person not an immediate family member.* NOTE: Any additional hours taken in excess of these guidelines will be deducted from vacation accrual. Any time taken for a non-family member funeral when not serving as a pallbearer is also deducted from vacation.
5. **Converted Leave (Vacation Credit):** This leave is conversion of sick leave to vacation and is accrued when an employee with a minimum of accumulated sick leave time of 240 hours elects to convert sick leave to vacation for any month sick leave has not been used. Please see sick leave policy website from above for more information regarding conversion.
6. **FMLA:** The Family Medical Leave Act (FMLA) is a federal law that provides eligible employees with time off from work in specific situations (i.e. birth of child, serious health condition-self/family member). FMLA is unpaid leave, but can be used concurrently with applicable paid leave. Please contact IMSE's HR rep and/or review more information at this website <http://www.policy.iastate.edu/policy/leave/fmla/>.
7. **Other Leave:** (maternity, adoption, disability, retirement payout, etc.) Please see sick leave website as noted above.
8. **Paid Holidays:** Please see the following website for this information. <http://www.policy.iastate.edu/policy/holidays>
9. **Leave Reporting:** All leave reporting (absence requests) is now done through ISU's Workday System. Requests, reporting, balances, summaries, etc. are all found under the Absence worklet on your personal Workday home page.

* - For the purpose of this policy, immediate family is defined as and limited to the employee's spouse, children, grandchildren, foster children, step children, legal wards, parents, grandparents, foster parents, step parents, brothers, foster brothers, step brothers, sons-in-law, brothers-in-law, sisters, foster sisters, step sisters, sisters-in-law, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons who are members of the employee's household.