3-02/030.05 - Foreseeable and Unforeseeable Absences

When a foreseeable absence, such as time off for vacation, medical reasons, etc., can be anticipated in advance of the absence date or dates, the employee shall prepare an Absence Request Prior Approval form (SH-R-96).

The request shall be directed to the unit commander, through the immediate supervisor, and shall give the date or dates of the requested absence, the reason for the absence, and the type of time and number of hours with which the employee is to be charged.

Approval of such absence request must be given by the unit commander or other unit employee who is authorized to sign time and payroll documents.

The approved absence request shall be given to the unit's time accountant for entry into the system.

When an employee has an unforeseeable absence and cannot give advance notice and must call in requesting time off, the person taking the call must complete the "Telephonic Notification" portion of the Absence Request Telephonic Notification form (SH-R-96) and give it to the employee's supervisor for signature. The approved form shall then be given to the unit's time accountant for entry into the system. If an employee elects to use Kin Care leave for a foreseeable or unforeseeable absence, see section 3-02/040.20, Kin Care.

Once a time off request has been made and approved and the time actually taken, no change in type of time off requested shall be made unless:

- The employee was not physically able to designate the type of time to be used;
- An inadvertent clerical error was made; or
- The employee does not have time available of the type originally designated.

If no paid leave time is available, authorized absence ("AA") time will be applied.

If the employee has already used 50 percent of their accrued sick leave or non-elective leave (MegaFlex) as Kin Care leave days within the calendar year, the supervisor may request a doctor's note for either the employee's own illness or illness of a covered family member (see section 3-02/040.20, Kin Care).

> **NOTE:** Refer to section 5-06/020.35 regarding civilian personnel absences during emergencies and disasters.