

# PERSONNEL 3.0

## Attendance and Leave -- 3.3

### Annual Leave Request -- 3.3.a

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**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



Cathy R. Taylor, DrPH, MSN, RN

**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

Annual leave must be approved by the employee's immediate supervisor before the date of the leave. Failure to comply with this policy could result in leave not being approved.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To ensure that appropriate personnel are available at all times and that service delivery is not compromised.

#### **PROCEDURE**

Employees requesting annual leave should enter their request in Edison as soon as possible prior to the anticipated leave date. The supervisor must approve or disapprove the request in Edison. Employees are responsible for notifying their worksite of pending absences if their supervisor is at a different location.

Employees who are considering taking annual leave for family or medical reasons should determine if they qualify for leave under the Family Medical Leave Act. (See Policy 3.3.f)

**OFFICE OF PRIMARY RESPONSIBILITY**

Human Resources Section, Bureau of Health Services, (615)741-7305