

### **REQUESTS FOR LEAVE TIME BY EMPLOYEES**

Requests for use of annual leave, sick leave, and compensatory time shall be made to the employee's supervisor, in a manner as directed by the supervisor, or in those offices in which an employee is designated as the office manager, to the office manager in a manner as directed by the office manager.

A request for use of more than four consecutive hours of annual leave shall be made at least one month prior to the anticipated use of the leave.

A request for use of sick leave shall be made as soon as the need for the same becomes known. An absence of more than three consecutive days due to sickness will require a medical doctor's certification, before any additional sick leave will be granted.

A request for use of more than four consecutive hours of compensatory time shall be made at least two weeks prior to the anticipated use of the leave.

A timely request to use leave shall not be denied unless it will unduly disrupt the operations of the office. A supervisor or office manager, may determine that operations of the office will be unduly disrupted if another employee has made a prior request for the use of leave time or compensatory time during the period for which the request was made; if the request is made by an attorney and the attorney is assigned a case which has been scheduled for a hearing during the time period for which leave is requested (although the possibility of another attorney in the office handling the hearing should be looked at, prior to denying a request for leave on this basis); or for other significant reasons.

An untimely request to use leave may be granted at the discretion of the supervisor or office manager if the use of leave will not unduly disrupt the operations of the office.