According to the GW Employee Handbook, GW supervisors must approve leave through established departmental procedures. This document outlines the departmental procedures for requesting planned and unplanned leave.

Further information on GW employee leave programs can be found in the GW Employee Handbook at hr.gwu.edu/leave-programs. Please direct any questions to your supervisor or University Human Resources.

### How to request and track leave

All LAI staff must use the PurelyHR leave tracking tool (go.gwu.edu/gwleave) to submit and manage leave requests. Submitting leave on the PurelyHR calendar keeps staff and management aware of the absence of employees in order to make operational adjustments during the leave period as well as provides an easy tracking system.

Employees and supervisors are expected to consult the GW Employee Handbook for additional information about the university’s leave programs.

#### Sick Leave Requests
- Employees must contact their supervisor as early as possible to request sick leave. In this communication, please inform your supervisor of any important details or activities that may require attention. In the event that sick leave is unscheduled, employees should communicate with their supervisor before the start of the shift.
- If able, employees should create an away message for their email, voicemail, and/or Slack, as appropriate. Away messages should include the date of the employee’s planned return to the office and manager or escalation point(s)-of-contact. Employees should check with their manager regarding any other department-specific notification procedures.
- Reasons for scheduled sick time might include previously scheduled medical and/or dental appointments or treatments. A manager may require an employee to present a physician’s statement documenting the need for the employee’s absence.

#### Annual Leave Requests
- Employees are expected to submit annual leave requests to their supervisor via PurelyHR with as much advance notice as possible.
- Managers must approve scheduled annual time, using PurelyHR, before it begins or be notified through established departmental procedures if you are not able to schedule the annual time beforehand. Upon return from unscheduled annual leave, employees must enter a leave request in PurelyHR for their manager’s approval.
- Annual leave can be taken in a minimum of one-hour increments (unless usage is concurrent with FMLA).
- Employees should create an away message for their email, voicemail, and/or Slack, as appropriate. Away messages should include the date of the employee’s planned return to the office and manager or escalation point(s)-of-contact. Employees should
check with their manager regarding any other department-specific notification procedures.

Leave Requests over Ten Consecutive Business Days in Duration

- Requests over 10 consecutive business days should be submitted via PurelyHR at least 60 days in advance. Advance notice gives management time to determine how to address the operational gaps that need to be filled during the leave period. All requests of this nature must be approved by the department head.
- The employee must actively coordinate with their manager and co-workers to identify how business operations will be adjusted during the requested leave period.

Training Leave

- Employees must submit training leave in PurelyHR prior to the training start date.
- Employees should create an away message for their email, voicemail, and/or Slack, as appropriate. Away messages should include the date of the employee’s planned return to the office and manager or escalation point(s)-of-contact. Employees should check with their manager regarding any other department-specific notification procedures.

Carryover Leave
Employees are expected to use annual leave within the fiscal year, otherwise the leave will be forfeited. Carryover leave is not guaranteed and can be approved only by the Dean. If carryover leave is granted in a particular year, the leave days must be used prior to August 31.

Other Leave Requests
Employees are expected to submit all leave requests into PurelyHR. This includes sick, annual, training, bereavement, jury duty, FMLA, unpaid, and all other types of leave.

Leave Cancellations and Edits
Employees are responsible for requesting leave cancellations or edits via PurelyHR for any approved or pending leave that they wish to cancel or change before the start of the leave. Supervisors are responsible for approving the leave cancellations or edits in PurelyHR. Editing an approved time-off request will set it back to pending and an email will be sent to the manager for approval.

Blackout Period and Leave Requests
To accommodate business needs, some departments institute a blackout period for employees taking annual leave. Please consult your supervisor for any dates that apply to your department or team.