

## **NEW EMPLOYEE ORIENTATION LEAVE INFORMATION**

The CTCOG leave process and full description of leave reasons may be found in the CTCOG Personnel Policy, Section 9.00.

**2.03. CTCOG Leave Procedures:** CTCOG employees request leave using the Request for Overtime/Leave Form (see Intranet). The approving authority approves or disapproves the request and notifies the employee. If approved, fiscal and the local office timekeeper are notified. Emergency Leave may be requested using the Emergency Leave Authorization Form found in the WSCT Intranet.

**2.04. State Employee Leave Procedures:** The TWC Personnel Manual, Leaves and Absences section covers state leave and absence policy. State employees request leave through e-mail to the local approving authority. This mail contains the dates requested, the reason and type of leave, whether or not FMLA will apply, and the employee's current leave balance. The e-mailed request is copied to the ISA Manager.

**2.04.01.** The approval authority reviews the request, approves or disapproves, and responds via e-mail. The ISA Manager and other interested parties are copied.

**2.04.02.** If approved, the employee enters the request into the TWC Employee's Leave Information System. The ISA Manager processes the information in and the action is complete.

**2.04.03.** If disapproved, the employee cannot take the requested leave.

**2.04.04.** State employees requiring absence under FMLA must coordinate requests through their supervisor. All further actions are coordinated with the ISA Manager.

**2.05. Family and Medical Leave Act (FMLA) (See Section 8.00):** This leave is regulated by the Family and Medical Leave Act as amended. Persons in the following positions have authority to act as CTCOG supervisors or department heads. They administer FMLA leave and have approval/denial authority for CTCOG leave applications.

**2.05.01.** Workforce Administrators and the Automation Systems Manager: WSCT staff under direct supervision.

**2.05.02.** Workforce Solutions Director: Program specialists, managers, and administrators under direct supervision.