



## Local Operating Procedure

<b>SECTION:</b> Administration	<b>PROCEDURE #:</b> LOP 24	<b>PAGE 1 of 2</b>
<b>TITLE:</b> Requesting Leave/Sick Leave	<b>EFFECTIVE DATE:</b> March 15, 2023	

### DISTRIBUTION

CareerSource North Central Florida Staff

### PURPOSE

To establish the:

- Guidance for CareerSource North Central Florida (CSNCFL) staff and DEO employees located in CSNCFL facilities, and other authorized users.
- Procedure for requesting leave and recording sick leave.

### DISCUSSION

**CSNCFL Executive management has found the need to temporarily have all staff submit leave requests for pre-approval due to multiple instances of staff taking Unapproved Leave Without Pay (LWOP) which is not permitted. The ability to work remote is also being abused and should not be considered a right nor a type of leave. Your work schedule is a set schedule, even if it is a hybrid schedule, and any deviations have to be preapproved.**

### PROCEDURE

#### Annual Leave

For **Annual Leave**, complete the following steps:

1. Obtain pre approval from supervisor for Annual Leave utilizing email and text.
2. Submit a [Request for Leave](#) using this form at least two weeks in advance.
3. Receive approval/disapproval within 72 hours via email.
4. Submit Annual Leave via organization's procedure (i.e. Peoplefirst for DEO, Time Management for County staff and Timecentre for Spherion staff.)
5. Supervisors will enter AL on CSNCFL PTO Google and COVID calendars for coverage purposes.

**Sick Leave**

For **Sick Leave**, complete the following steps:

1. Notify supervisor of Sick Leave utilizing email and text.
2. Supervisor notifies Director of Operations and Chief Executive Officer.
3. Supervisors will enter SL on CSNCFL PTO and COVID calendars for coverage purposes.
4. Immediately upon return, Submit Sick Leave via organization's procedure (i.e. Peoplefirst for DEO, Time Management for County staff and Timecentre for Spherion staff.)

**Thank you for your attention to this procedure.**

**Phyllis Marty  
CSNCFL CEO  
3-15-23**

