



Local Operating Procedure

SECTION: Administration	PROCEDURE #: LOP 24	PAGE 1 of 2
TITLE: Requesting Leave/Sick Leave	EFFECTIVE DATE: 12.5.25 Prior version- 3.12.25	

DISTRIBUTION

CareerSource North Central Florida Staff

PURPOSE

To establish the:

- Guidance for CareerSource North Central Florida (CSNCFL) staff, Florida Commerce employees and Spherion 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.

Staff with leave benefits must ensure they currently have the leave in the bank at the time of the leave request. Any request made for more leave than is available will be denied.

PROCEDURE

Annual Leave

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

1. Obtain pre-approval from supervisor for Annual Leave utilizing email and cc'ing Executive Assistant and Chief Executive Officer.

2. Request must be submitted 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 Florida Commerce, UKG for CSNCFL staff and Timecentre for Spherion staff.)
5. Supervisors will enter leave on [CSNCFL Staff Coverage](#) 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 Executive Assistant and Chief Executive Officer.
3. Supervisors will enter SL on [CSNCFL Staff Coverage](#) for coverage purposes.
4. Immediately upon return, Submit Sick Leave via organization's procedure (i.e. Peoplefirst for Florida Commerce, UKG for CSNCFL staff and Time Centre for Spherion staff.)

Thank you for your attention to this procedure.

A handwritten signature in blue ink, appearing to read "Phyllis Marty".

**Phyllis Marty
CSNCFL CEO**