

209 - Employee Leave Request Procedure



Please refer to Policy 209 - Employee Leave of Absence Policy for definitions and clarification regarding the various types of leave.

Whenever you have a planned absence, submit an online Leave Request through Red Apple Finance as early as possible, preferably at least two weeks in advance. For illness-related or emergency absences, please see the Emergency Leave Request procedures at the end of this document.

Before submitting your request, you must:

1. Obtain approval from your Administrative Supervisor.
2. Notify your team lead or direct supervisor that you are requesting time off.

Leave requests should not be submitted until you have completed these steps.

How to submit a Leave Request:

- Go to <https://redapplefinance.com>.
- Click **School Portal** in the upper-right.
- Select **Leave Request**.
- **School Name:** George Washington Academy.
- **Employee Name:** Select your name.
- **PIN Number:** Last 4 digits of your Social Security number.
 - If you are eligible for Paid Time Off (PTO), your available PTO balance will be displayed.
- **Record:** Select **Request**.
- **Category:**
 - **Personal Leave** - Personal Time Off
 - **School-Related Leave** - school-sponsored events, professional development, or other work-related absences
- **Reason:** Enter the reason for your request
- **Start Date:** Select the first day of leave.
- **End Date:** Select the last day of leave. For a single-day absence, the start and end dates will be the same.
- **All Day:** Yes or No.
- **Hrs:** Enter the hours you will be gone.
 - Employees with PTO benefits will need to use the following information to enter hours:
 - **Full-Time, Non-Teaching Employees with PTO Benefits** - enter hours in increments of 4:
 - Full day: 8 hours
 - Half-day: 4 hours
 - **Full-Time Teachers with PTO Benefits** - Enter hours in increments of 4. A full day is 8 hours. Half-day requests (4 hours) must align with one of the following schedules:

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- First half of the day: 7:45am-11:45am.
- Second half of the day: 11:45am-3:45pm.
- **Part-Time Teachers with PTO Benefits** - Enter hours in increments of 3. A full day is 6 hours. Half-day requests (3 hours) must align with one of the following schedules:
 - First half of the day (7:45am-11:45am).
 - Second half of the day (11:45am-3:45pm).
- **Employees without PTO Benefits** - enter **0**.
- **Suggested Substitute:** Enter N/A. Substitutes will be assigned according to procedures
- **Note to Supervisor:** Indicate that you have received approval from your Administrative Supervisor and include any additional information that may help process your request.
 - **Important:** Leave requests will not be processed without confirmation of Administrative Supervisor approval.
- Click **Save & Close** to submit your request.

Illness or emergency Absences

For illness or emergency leave requests that occur outside normal office hours:

1. Contact the Substitute/Attendance Secretary by text message as soon as you believe you may need a substitute.
2. Contact your Administrative Lead and your direct supervisor.
3. Complete the online Leave Request as soon as possible.

Approval Process

After you submit your request, Red Apple Finance will send a pending approval notification to the Administrative Services Director for review.

Once approved:

- You will receive an email confirmation.
- The approved request will be forwarded to your Administrative Supervisor, your team lead or direct supervisor, and the Substitute/Attendance Secretary.
- If a substitute is needed, the Substitute/Attendance Secretary will arrange coverage according to school procedures and notify you by email.