

209 - Employee Leave Request Procedure



See Employee Leave of Absence Policy for clarification of types of leave. Any time you have a planned or emergency absence, you must fill out a Leave Request online using this link: <https://redapplefinance.com>.

You will need to let your team lead or supervisor know that you are requesting the time off and get their approval. This should be done before you complete a leave request form.

To complete the request form please follow these steps:

- Use this link: <https://redapplefinance.com>.
- Click School Portal on top right hand side and then select Leave Request.
- School Name: choose George Washington Academy.
- Employee Name: Choose your name.
- Pin number: Last 4 digits of your social security number.
- If you are an employee with (Paid Time Off (PTO) benefits you will see your PTO balance.
- Record: Choose Request.
- Category: Choose Personal Leave or School-Related Leave (ie: school-sponsored event, professional development, or anything that is not considered personal time).
- Reason: Type in reason
- Start Date: Choose date.
- End Date: Choose date. If you are requesting one day off the start and end dates will be the same.
- All Day: Yes or No.
- Hrs:
 - Full-Time Employees with PTO benefits will enter hours in increments of 4 (full day is 8 hours and half-day is 4 hours).
 - Full-Time Teachers: You will need to use your half days (4 PTO hours) according to the following schedule:
 - First half of the day (7:45am-11:45am).
 - Second half of the day (11:45am-3:45pm)
 - Part-Time Teachers with PTO benefits will need to use your hours in increments of 3 (full day is 6 hours) according to the following schedule:
 - First half of the day (7:45am-11:45am). Any time within these hours.
 - Second half of the day (11:45am-3:45pm). Any time within these hours.
 - Any employees not using PTO hours enter 0.
- Suggested Substitute: Enter N/A (a substitute will be assigned to you according to procedures)
- Note to Supervisor: Write in if you have received approval for this request or any other clarifying information. The request will not be processed without a note that you have received supervisor approval.
- Save & Close

For illness and emergency leave requests outside of office hours you will need to contact the Substitute Secretary by text as soon as you think you may need a substitute and then complete the leave request online.

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Once you complete your leave request Red Apple will send a pending approval email to the Administrative Services Director who will then process the request. When the request is approved you will receive an email letting you know that it was approved and the approved request will be forwarded to your team lead or supervisor and the Substitute Secretary. After approval the Substitute Secretary will schedule substitutes according to procedure and notify you via email of your substitute, if needed.