

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. Please note on the request that you have received approval.

To complete the request please follow these steps:

- Click School Portal on top left 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 a full-time employee with 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: Choose reason in drop-down menu.
- Start Date: Choose date.
- End Date: Choose date.
- All Day: Yes or No.
- Hrs:
 - Full-time employees requesting PTO please enter hours in increments of 4 (full day is 8 hours and half-day is 4 hours).
 - 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 Employees or anyone not using PTO hours enter 0.
 - Suggested Substitute: Enter N/A (a substitute will be assigned to you according to procedures)
 - Note to Supervisor: Note if you have received approval for this request or any other clarifying information.
 - 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.

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