

APPROVAL PROCESS FOR EMPLOYEE TIME-OFF REQUESTS

FEBRUARY 9, 2023

1. The employee will submit their request via e-mail to their Supervisor or Principal and **copy** Patti Piegdon (ppiegdon@aldenschools.org), employee attendance clerk.

The e-mail **must** include:

- Employee name
 - Date(s) of requested time-off
 - Type of day requested (i.e. - vacation, sick, bereavement, personal, etc.)
 - If a personal day is used, include the reason
 - Full or half day(s) **ACSRPA** may request time off in hours
 - For half days, indicate AM or PM
 - For ACSRPA employees, include the actual time you will be off, if not a full day
2. The approver/supervisor will receive the employee time-off request by email. They must confirm the employee's available time-off prior to approval.
 3. If the employee has available time, the approver/supervisor will reply ALL to this email (to include Patti Piegdon) with approval or denial of the request.
 4. All approved time will be entered into the employee's nVision account by Patti Piegdon. Your available time will be reflected on the employee paystub.

Questions: Please call Patti Piegdon @ ext. 4172.