

Leave of Absence Report (LAR) Form Procedures (Classified and Administrators)

DEFINITION: The Leave of Absence Report (LAR) Form is an attendance reporting form.

REQUIREMENTS: Employees should update the LAR throughout the month as approved leave is taken. It is the employee's responsibility to complete and sign an LAR and turn it in to their supervisor by the last working day of each month. If the manager routinely fills out the LAR forms for members of her/his staff, the manager must provide the completed LAR to the employee on the last working day of the month and allow the employee 48 hours to review and sign the LAR. Completion of a monthly LAR is required regardless of whether or not the employee took any absences during the month. **Unapproved absences must also be recorded by the supervising manager on the LAR form. *If there were no absences taken during the month, then the employee should initial the box on the LAR indicating this.*** It is the manager's responsibility to review, sign, and submit an LAR for each employee each month. LARs must be turned in to HR by the **sixth day** of the following month or the next business day if the sixth falls on a holiday or weekend. (NOTE: Managers are also required to turn in monthly LARs for employees who are out on extended absences.)

SUBMIT ONLY ONE (1) LAR FORM AT THE END OF EACH MONTH FOR EACH EMPLOYEE

Partial month LAR's are only accepted in cases of employee separation (e.g. termination, retirement, probationary release, resignation, etc.).

PROCESSING: LARs received in HR by the deadline can be expected to be processed in the next pay cycle. This means that updated leave balances on the next pay stub should reflect the time taken in the prior month. LARs received in HR after the stated deadline will most likely not be processed in the next pay cycle. The leave balances indicated on the pay statement will only reflect the information from processed LARs.

COMPLETING THE FORM (Excel): For your convenience, we recommend that you download the LAR form to your local desktop, laptop or tablet computer, and save a copy for use throughout the year. The current year's LAR form may be downloaded from the HR website at <http://web.peralta.edu/hr/leaves-absences/>.

In this format, the LAR form is an Excel spreadsheet that contains 12 tabs, one for each month of the year. Please enter your **Last Name, First Name, Employee ID #** (your employee ID # is printed on your pay stub), and **Location**. Entering this information on the tab for the month of January will populate this information for each remaining month of the year.

Record the number of hours absent by the appropriate date and under the appropriate column heading. If there is no column for the type of absence you need to enter, refer to the codes in the table to the right and enter that code and number of hours in the "Other" column.

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The total hours will be automatically calculated and populated. Review the sample near the bottom of the LAR for examples of how to enter leave and absence information.

District holidays are pre-filled and grayed out on the LAR form. It is not necessary to fill out time taken off for district holidays or weekends. Sign and date the form after completing.

COMPLETING THE FORM (Paper): Please print your *Last Name, First Name, Employee ID #* (your employee ID # is printed on your pay stub), and *Location*. Make sure the month and year at the top of the form are correct.

Record the number of hours absent by the appropriate date and under the appropriate column heading. If there is no column for the type of absence you need to enter, refer to the codes in the table to the right and enter that code and number of hours in the "Other" column.

Add up the number of hours at the bottom of each column. Review the sample near the bottom of the LAR for examples of how to enter leave and absence information.

District holidays are pre-filled and grayed out on the LAR form. It is not necessary to fill out time taken off for district holidays or weekends. Sign and date the form after completing.

If you have any further questions regarding procedures for filling out the LAR, please contact HR.

EMPLOYEE SEPARATION: The last LAR and any other LARs for prior months that were not submitted must be turned in to HR no later than the employee's separation date. This is critical information that HR (and Payroll) needs in order to determine final leave balances and final payment.

ATTACHMENTS: Supporting documentation for leaves should be attached to the LAR form in all cases except for medical leaves. For reasons of confidentiality, *supporting documentation for medical leaves should never be attached to an LAR*. That information should be provided directly to the Director of HR or the HR Generalist responsible for Leaves and Absences.