



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Business & Admin. Services	TITLE:	Leave of Absence Report (LAR)
PURPOSE:	To define procedures for submitting Classified/Management absence reports.		
PROCEDURE:	<p>Each regular classified/management employee is to submit an Attendance Report/Leave of Absence Report (<i>LAR</i>) within ten days following the end of the calendar month.</p> <p>Reporting is on a monthly basis. Each classified and management employee is required to fill out an LAR form for each month.</p> <p>The current 2010/11LAR forms are located in the human Resources section of the Peralta website (http://www.peralta.edu/apps/comm.asp?\$1=96).</p> <p><u>EMPLOYEE'S RESPONSIBILITY</u></p> <p>Turn in the Attendance Report/Leave of Absence (LAR) form no later than the tenth day of the succeeding month. Thus, the form for July would be due by the tenth of August. Each employee must sign his or her own form.</p> <p><u>SUPERVISING MANAGER (NOT CLASSIFIED SUPERVISOR)</u></p> <p>The supervising manager will sign each LAR form and to attest to its accuracy. If an employee is unavailable for signature, the supervising manager may sign LAR forms on the employees' behalf by using the procedure indicated below.</p> <ol style="list-style-type: none"> 1. On the summary spreadsheet, indicate the date(s) the furlough was taken during the month in the furlough column. 2. <input checked="" type="checkbox"/> Check the box in the LAR column only if a Leave of Absence form is attached to the spreadsheet that is sent to the Business Office. 3. <input checked="" type="checkbox"/> Check on the bottom right hand corner of the LAR if the employee has submitted a furlough day request for the next month. 		



It is the responsible of the supervising manager to ensure all form are turned in and that the original LAR form and a copy are submitted to his or her immediate supervisor i.e. Vice Presidents of Instruction/Student Services and/or the President's Office.

EXECUTIVE MANAGER

The Vice Presidents and the President's Office are responsible for assembling and submitting to the Business Office an electronic copy of the summary spreadsheet, the original LAR and a copy.

BUSINESS OFFICE

The Business Office will aggregate all LARs and the summary spreadsheets, review and retain a copy of each LAR form and forward the original LAR form to the District Human Resource Office.



STANDARD OPERATING PROCEDURE

DEPARTMENT: Business & Admin. Services **TITLE:** Leave of Absence Report (LAR)

KEY WORDS

Attendance Report
 Leave of Absence Report
 Furlough
 Summary Sheet

DEFINITIONS AND ABBREVIATIONS

Furlough – situations in which an employee takes mandatory time away from the job, while retaining his or her status as an employee.
Leave of Absence – is approved time off work.

RESOURCES

Leave of Absence Report Form (LAR)
 Summary Report of Leave of Absence Report
 Posted calendar for submittal of Leave of Absence Reports
 Peralta Community College District, Board Policy Chapter # 3

Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			