

# **OPS Universal Time Off Request Form**

## **Individual Group Instructions for use of Form**

### **OEA**

- Form to be completed for the use of personal leave and comp time. Absence must also be entered into AESOP.
- All other absences are to be entered into AESOP and attendance will be recorded based upon AESOP report. Please note, any use of FMLA must be pre-approved.

### **OESPA**

- Form to be completed for the use of personal leave, vacation, bereavement and comp time. Absence must also be entered into AESOP.
  - If you do not have accruals – absence must be entered as “out of paid time” in AESOP.
  - For the use of bereavement, please identify the current family member under “Brief explanation for request”.
- Form to be completed for the use of sick leave upon your return to work from an employee/family illness. Please attach any doctor notes to the form. The form can be completed in advance for pre-scheduled medical appointments. Absence must also be entered in AESOP.
  - If you do not have accruals – absence must be entered as “out of paid time” in AESOP.
  - Any use of sick leave for FMLA must be pre-approved by Human Resources.

### **Administrators**

- Form to be completed for the use of sick leave, bereavement, personal leave and non-work (vacation).
  - For less than 52 week administrators, it is not required to complete the form for non-work time unless it is different from the Administrator Calendar that was turned in.

### **Non-Union**

- Form to be completed for the use of personal leave, comp, vacation and bereavement.
  - Hourly Staff: Absence must also be entered into AESOP.
  - For the use of bereavement, please identify the current family member under “Brief explanation for request”.
- Form to be completed for the use of sick leave upon your return to work from an employee/family illness. Please attach any doctor notes to the form. The form can be completed in advance for pre-scheduled medical appointments.
  - Hourly Staff: Absence must also be entered into AESOP.
  - Any use of sick leave for FMLA must be pre-approved by Human Resources