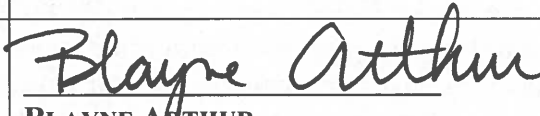


**Oklahoma Department of Agriculture, Food, & Forestry**  
**Policies and Procedures**  
**Requesting Leave via WorkDay**

<b>POLICY NUMBER:</b>	ODAFF-02A
<b>EFFECTIVE DATE:</b>	8/15/2022
<b>REVISION DATE:</b>	N/A
<b>APPROVED BY:</b>	 BLAYNE ARTHUR SECRETARY OF AGRICULTURE
<b>APPROVAL DATE:</b>	8-11-22

*OGC Approval: Approved by  
 James Rucker, Asst. General  
 Counsel ODAFF on 8/8/2022*

**Policy:**

**All ODAFF employees are expected to utilize the available Request of Leave through the WorkDay system.**

**Employee's Responsibility:**

Where possible, employees shall submit a request for leave through the WorkDay system no less than 2 days in advance. See the WorkDay Manual for instructions on how to input the information.

**Notification of Supervisor**

**If the employee is unable to request the leave off through WorkDay then contact with the supervisor is a must via email or phone.**

**Supervisors Responsibility:**

The supervisor should approve or deny the request via Workday within 24 hours of the request made by employee.

**Types of Leave which should be Request Via WorkDay System:**

**Annual Leave.**

Annual leave should be requested in advance and used only when approved by employee's supervisor.

### **Sick Leave.**

Sick leave should be submitted in advance for prescheduled medical appointments through WorkDay.

When illness strikes without warning, employees must notify their supervisor and or timekeeper when unable to work due to sickness and must do so prior to the start of the workday. The employees must complete a leave request in WorkDay stating the reason for the absence as soon as they return to work. **Employees must notify their supervisor each day that they are unable to work unless a mutual understanding is reached concerning when the next call will be made (as in the case of extended illness or conditions).** Any employee absence from work which exceeds 3 consecutive days may be required to provide a physician's statement which can be dopped into WD and submitted to the supervisors upon request.

### **FMLA (Family Medical Leave Act)**

Since FMLA is a Federal Act all the Federal guidelines must be adhered to in its entirety.

<https://www.dol.gov/agencies/whd/fmla>

FMLA Paperwork **shall** be submitted to ODAFF HR for approval. Once approved, the employee can use the corresponding TRC (Time Report Codes) to submit request of Time Off.

### **Military:**

Military leave of absence and right to restoration to former position shall be granted in accordance with Section 209 of Title 44, Sections 25.4, 25.5 and 25.7 of Title 51, and Section 48 of Title 72 of the Oklahoma Statutes; the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C., 4301 et seq.); and such rights and privileges as these laws provide.

### **Enforced Leave:**

Enforced leave may be granted when it is necessary for an employee to care for an ill or injured member of the immediate family or household or in the case of death of a member of the immediate family or household, or in the event of personal disaster. Enforced leave is granted up to 80 hours per calendar year, is deducted from sick leave balance, and won't be granted in excess of the sick leave balance. Immediate family is defined as spouse, children, parents, brothers, sisters, including step, grand, half, foster, or in-law relationships.

### **Jury:**

A state employee, directed by the proper authority or in obedience to a subpoena, shall be entitled to time-off from work without loss of compensation or leave to serve in a capacity

described in paragraphs (1) through (4) of this subsection. Such time shall be counted as hours worked in accordance with the Fair Labor Standards Act and Section 260:25-15-46. The Appointing Authority (Supervisor or Manager) may require the employee to submit a copy of the subpoena, summons, or other court order or process as a prerequisite for determining whether or not leave is to be taken.