CITY OF ALBANY
NEW YORK
DEPARTMENT OF BUILDINGS & REGULATORY COMPLIANCE

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STANDARD OPERATING PROCEDURES

Index As: Administrative Procedures	Reference: BRC-AP-16
Subject: Leave Request Policy	Effective Date: 08/2001 Revision(s): 09/2016; 7/2017; 10/17; 05/24

Purpose

The Department must maintain minimum staffing levels at all times. This requires planning the use of employee leave time.

Summary

1. Vacation and floating holiday time-off requests must be submitted two weeks in advance in Kronos.

2. Personal time and comp time requests must be made at least two business days in advance in Kronos.

3. Sick time must be requested in Kronos but if not requested more than two business days in advance additional notice procedures must be followed.

4. Deviations from this SOP may be granted when requested and granted in an email exchange with the employee's supervisor with the Department Head and Deputy Director cc'd.

Procedure

All time-off requests, with the exception of sick leave, must be approved by a supervisor prior to the time for which the leave time will be applied. This approval will be based on staffing levels and office workload, both existing and anticipated and depend on whether the employee has accrued the time requested.

Vacation and Floating Holiday Time

All employees must submit a request to use vacation and floating holiday time through the KRONOS system two (2) weeks prior to any request for vacation time. Please be further advised that the City of Albany Department of Buildings & Regulatory Compliance must maintain minimum

staffing levels. Accordingly, requests for leave may be denied if prior requests have been granted for the same time period.

Note that according to City Policy, floating holidays may only be used to cover full day absences and can't be used incrementally.

Sick Time

The procedure for requesting sick time is different depending on how far in advance the time is requested. In addition to the procedures set out below, please be further advised that the City of Albany Personnel Policy & Procedures Manual Article 10- Sick Leave is applicable to all requests. Specifically, an employee may be asked for medical documentation regarding claimed sick time.

Sick Time Requests Made More than Two Business Days in Advance. If an employee requests sick time at least two business days prior to the time for which the sick time is taken, they may submit the request through Kronos, without additional notification requirements.

Sick Time Requests Made Less than Two Business Days in Advance Prior to the Close of Business the Day Before the Time is to be Taken. In addition to submitting the sick time request in Kronos, the employee must also notify the Deputy Director and their supervisor by email.

Sick Time Requests Made After the Close of Business the Day Before the Time is to be Taken. An employee requesting to use sick time after the close of business the day before the time is to be taken must follow the following procedure.

Step 1. ***Complete the Call-Out Form found in the BRC Employee App.*** The employee must notify the office that they are going to be out as soon as practicable by i) completing the Call out form found by CLICKING HERE or in the BRC Employee App.

Step 2. ***Formal Kronos Request***. The employee must also submit a sick time leave request through KRONOS no later than the close of business after the employee returns to work.

If sick leave is used for three or more consecutive days or 6 non-consecutive days in a two week period, a doctor's certification must be provided.

Personal & Comp Time

All employees must submit a "Request for Time Off" through KRONOS at least two business days prior to any request to use personal or comp time.

The submission of a "Request for Time Off" is not an automatic approval of the use of time.

Deviations from this SOP

Management may, in its discretion, grant limited deviations from this SOP. Any request for a deviation from this SOP must be made to the employee's supervisor. All supervisory approvals must

be documented in an email exchange between the employee and their supervisor with the Department Head and Deputy Director cc'd.

<u>Calculating Business Days</u>

For the purpose of this SOP, a business day runs from 8AM to 5PM Monday through Friday excluding holidays. In order to put in a request at least two business days prior to the day you are requesting off, the request needs to have been submitted by 5PM two full days before the day for which the time is requested. So, for instance, if you want to use personal time on a Friday, you have to put your request in through Kronos by 5PM on Tuesday.