

## **6.02 Notification of Absence/Leave Requests**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish certain procedures for employees to follow when reporting off work for any reason.

### Procedure:

An employee is required to notify his/her supervisor or designee of his/her absence before the start of the work day. Failure to do so may result in disciplinary action.

Employees should request time off using the online payroll system. Except in emergency situations, time off must be pre-approved by a supervisor, using the online payroll system. Alternately, a Leave Request Form, along with other, applicable documentation, may be forwarded to the supervisor to request absence from work. All requests must be completed and forwarded to the supervisor prior to the absence whenever possible or, upon the employee's immediate return to work.

The Director of Human Resources, supervisor, or the CEO/President shall have the authority to approve or disapprove any time off request and maintains the right to investigate any absence from work.