

August 22, 2005

Memorandum To: Accountable Unit Administrators
From: James Conry, Chief Financial Officer
Subject: Request for Short Term Leaves of Absence

Please be advised that effective this school year, the Human Resources Department has determined, in order to help eliminate excess processing of paperwork and improve efficiency, they will no longer require schools or departments to submit "Request for Short Term Leave of Absence" forms for central approval, and will discontinue processing those forms.

Therefore, the following abbreviated procedure will be in effect:

1. Short-Term Leave of Absence refers to the following excused absences:

- Personal Day
- Bereavement Day
- Jury Duty
- Personal Legal Days (CTA Units A & B only)

Extended leaves of absence such as medical leave, military leave, parenthood leave, etc. should continue to be requested through Human Resources.

2. Individuals requesting a short-term leave of absence will still fill out a request form (attached) and submit to their supervising administrator for approval. This form will be available in the On-Line Forms (both Financial & H/R) areas of the CPS web-site.
3. The administrator will approve or disapprove the request, based on the attached chart of authorized days for various employee groups, and retain a copy of the approved form with the school attendance records. A copy need not be forwarded to H/R or Payroll.
4. Administrators will continue to be responsible for obtaining substitutes, if necessary.
5. The approved days and reason for the individual's short term leave is to be recorded on the attendance forms for the relevant payperiod for the school, department, or individual, and transmitted to Payroll, as is currently done. *(Note: as can be seen from the attached chart, the number of bereavement days allowed is linked to the relationship of the deceased to the employee, and is different for various bargaining units. On attendance forms, please indicate the relation when recording bereavement days.)*
6. If the administrator is unsure whether the individual has exceeded the authorized number of days, they should check with Payroll.

If you have any questions regarding the attached chart or this procedure, please do not hesitate to contact me at ext. 6427. Suggestions for further improvements are welcome.

Cc: Payroll
Human Resources

Attachments