

LEAVE AFFIDAVIT FORMS – Procedure for School Secretary

ONE FORM PER EMPLOYEE FOR THE WEEK.

1. Send daily absentee list to Neysa Gardner via email.
2. Upon the first absence, fill out the Leave Affidavit form with the **name** and write the **month** and **year** at the top of the page.
3. Add to the form as absences occur throughout the week. Do not complete a form for each day of absence.
4. At the end of the week, total all categories on leave affidavits.
5. Have the employee sign and date the form.
6. Notarize the form.
7. Have the Superintendent/Designee sign the form.
8. Send the white copy of the Leave Affidavit form to Neysa Gardner containing the whole week's activity by the following Monday.
9. Give the yellow copy to the employee.
10. Keep the pink copy for your records.
11. When a person knows in advance of the leave, they need to inform you.
12. Remember if a person is out 3 days in a row, or you know a person is going to be absent more than 3 days consecutively (i.e. scheduled surgery, maternity), you must contact Renee Ragland.
13. An employee who is eligible for Annual/Vacation leave needs to fill out the form as far in advance as possible and get it approved prior to the leave.
14. All Leave Affidavits for the month must be turned in to Neysa Gardner by the payroll due date. This may mean using two forms on the final week of the month – one for the month ending and one for the new month. **Any missing Leave Affidavits will be treated as LWOP for payroll purposes.**
15. Voluntary LWOP will only be allowed if there are no other applicable days to take for the absence, with the exception of FMLA leave.