

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:041	Supersedes Policy Number: 5:041
Date: December 20, 2010	Dated: February 24, 2009
Subject: Leave Records	Mandatory Review Date: December 20, 2015
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved: <div style="text-align: right;">President: signature on file</div>	

Adequate leave records indicating years of service of employees and amount of accumulated sick and annual leave shall be maintained for all employees. Leave records shall be available to APSU personnel for appropriate business purposes, and each employee shall have access to his/her leave record upon request. It is the responsibility of each Department Head with the approval of the appropriate Vice President to determine the method by which leave requests will be handled in each respective area. The method must ensure an accurate and independent historical record. Whatever method is chosen (i.e. e-mailed requests, forms, etc.) there must be some way of retrieving the historical records of requested time-off and subsequent approvals in the event of a dispute and/or an audit of these records.

All leave must be approved.

Detailed instructions and forms can be found on the human resources webtime-entry page:

<http://www.apsu.edu/human-resources/webtime-entry>

Access to faculty and staff leave forms is as follows:

http://www.apsu.edu/sites/apsu.edu/files/human-resources/fac_abs_frm_2.pdf

http://www.apsu.edu/files/human-resources/staff_absence.pdf