

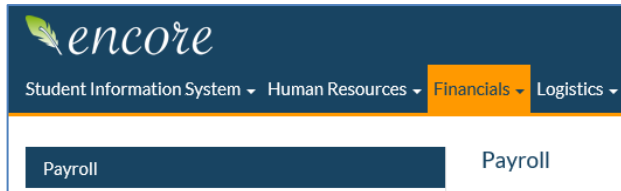
## Advanced Leave Requests for Classified Employees

### PERSONAL LEAVE:

Employees may request an advance of up to 5 Personal Leave days per contract (school) year.

To request an advance of Personal Leave (in Encore):

- Select → Financials
- Payroll
- Advanced Leave Requests



OR type "**Advanced Leave Requests**" in your search bar:



**Note:** You must enter a separate line item for each day or half-day requested.

### Step 1: "Requested Date Off"

- Dates must be entered in Encore format: DD-MMM-YYYY
- Requests should be done in **advance**. However, if the absence(s) have already occurred you can still request advanced leave by entering FUTURE dates. In these instances, please note the actual date(s) off in the "Comments" field, along with the reason for the absence.

### Step 2: "Leave Type"

- Request *Advanced PLA* (Advanced Personal Leave)

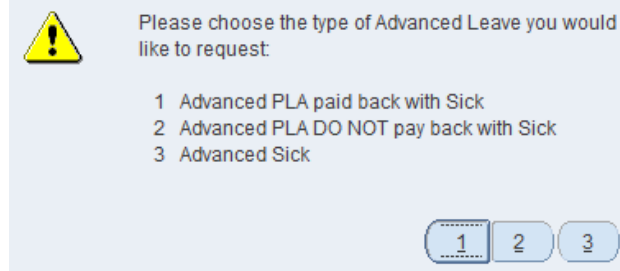
### Step 3: "Pybck PLA"

- If you want to **payback** the advanced Personal Leave day with a day and a half of Sick Leave, select "Yes" (*Option 1 on the "Advanced Type" pop-up menu to the right*).

\*Make sure you have enough Sick Leave to do this.

- If you DO NOT want to payback the advanced Personal Leave day with Sick Leave select "No" (*Option 2 on the "Advanced Type" pop-up menu above*), but remember:

- 1) Your Personal Leave accrual will be affected in the following year or years, depending on how many days you advance.
- 2) If you end your employment with Davis School District, the cash value of the Personal Leave credit must be paid back to the District and may be withheld from your final District paycheck.



### Step 4: "% Day"

- Select either .5 or 1 Full Day. (A "day" is based on your DAILY AUTHORIZED hours.)

### Step 5: "Hours"

- If you tab through this field from the "% Day" column, your authorized daily hours should automatically pop into this field.

### Step 6: "Comments"

- Enter comments describing the reason for the advanced leave. (i.e. daughter's wedding)
- Remember to put the actual day off in the comments if you are *advancing* days that have already been used.

### Step 7: "Save"

- Once you save the request it will appear on the Principal's screen for approval. When it has been approved the leave will show up on your Leave Summary Screen as "*Advanced Personal Leave*".

### Step 8: Enter a Leave Request

• Go to the Leave Request screen in Encore and request to use the Advanced Personal Leave for the day you were or will be gone. For instructions on how to enter a leave request, click here:

[Time Menu leave requests - YouTube](#)

- Remember you have to use all of your regular paid Personal Leave before you can use Advanced Personal Leave.
- If you have opted to payback your Personal Leave advanced with one and a half days of Sick Leave, those Sick Leave hours will be deducted on the day the *Advanced Personal Leave* is used. (i.e. **6.5 hours** of *Advanced Personal Leave* will be deducted along with **9.75 hours** of *Sick Leave*), for a total of 16.25 hours.

### Advanced Leave Request Example:

Job Status	Position	Position Description	Location	Location Description	Associated Positions
Current		ELEM TEACHER	166	FOXBORO ELEMENTARY	

Requested					
Date Off	Leave Type	Pybck PLA	% Day	Hrs	Comments
02-MAR-2018	ADVANCED PLA	Yes	1	8	Daughter's wedding

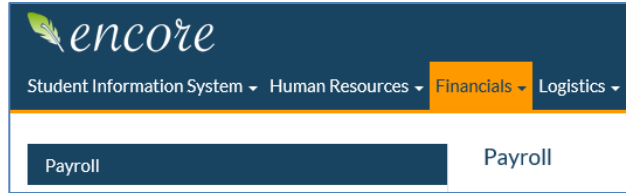
**PLA Report**  
Days Being Requested  
**1**

## SICK LEAVE:

Employees may request an advance of Sick Leave credit, but not to exceed 5 days in any 3 year period.

To request an advance of Sick Leave (in Encore):

- Select → Financials
- Payroll
- Advanced Leave Requests



OR type "**Advanced Leave Requests**" in your search bar:



**Note:** You must enter a separate line item for each day/half-day requested.

### Step 1: "Requested Date Off"

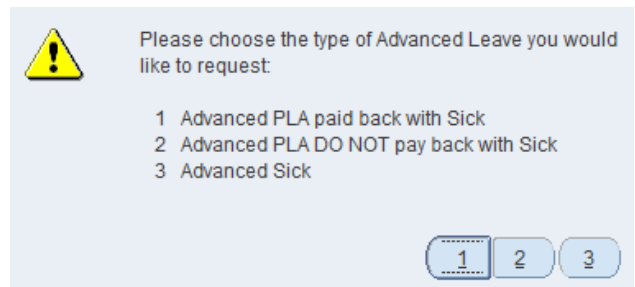
- Dates must be entered in Encore format: DD-MMM-YYYY
- Requests should be done in **advance**. However, if the absence(s) have already occurred you can still request advanced leave by entering FUTURE dates. In these instances, please note the actual date(s) off in the "Comments" field, along with the reason for the absence.

### Step 2: "Leave Type"

- Request *Advanced Sick* (Option 3 on the "Advanced Type" pop-up menu).

- Remember:

- 1) Your Sick Leave accrual will be affected next year
- 2) If you end your employment with Davis School District, the cash value of the Personal Leave credit must be paid back to the District and may be withheld from your final District paycheck.



### Step 3: "Pybck PLA"

- This option does not apply to Advanced Sick Leave and will automatically be marked "No".

### Step 4: "% Day"

- Select either .5 or 1 Full Day. (A "day" is based on your DAILY AUTHORIZED hours.)

### Step 5: "Hours"

- If you tab through this field from the "% Day" column, your authorized daily hours should automatically pop into this field.

### Step 6: "Comments"

- Enter comments describing the reason for the advanced leave. (i.e. Surgery)
- Remember to put the actual day off in the comments if you are *advancing* days that have already been used.

### Step 7: "Save"

- Once you save the request it will appear on the Principal's screen for approval. When it has been approved the leave will show up on your Leave Summary Screen as "*Advanced Sick Leave*".

### Step 8: Enter a Leave Request

- Go to the Leave Request screen in Encore and request to use the Advanced Sick Leave for the day you were or will be gone. For instructions on how to enter a leave request, click here:

[Time Menu leave requests - YouTube](#)

- Remember you have to use all of your regular paid Sick Leave before you can use Advanced Sick Leave.