

Policies handling constant late leave slips

Information compiled on July 11, 2008

The Question: How do you handle the constant late leave slips? Does anyone have any "creative" ways they've stopped having to chase down leave slips every payday?

Ben Franklin Transit says...We don't have late leave slips. If they are late, they get disciplined (if they are a bus or paratransit driver). Or are you talking about vacation or GL/PTO leave slips? Everyone is required to submit them before they take the leave so they are not late.

Columbia County Public Transportation says...We don't deal with leave slips at CCPT and have a very limited staff.

Community Transit says...Don't actually know what you're referring to. Are these requests to take time off that come in after the due date or time? Are they "late reports" from people frequently tardy?

With the former, we don't honor the request unless we can do so without costing OT. We tend to manage this more tightly with the operators than with the administrative employees but the same principles apply. With administrative employees, the amount of notice and form the notice takes is fluid and depends on how the director or manager wants to operate. With drivers, it's a completed "Request for Leave" form. As to tardiness, we discipline employees who are late for work frequently; again tending to be more strict for coach operators who may otherwise leave passengers standing forlornly at the stop. The administration of our tardiness and attendance policy is much looser among administrative employees, tighter with represented employees.

CUBS says...Request for leave forms are turn into the supervisor and are either approved or not. A copy is then given to the employee and the supervisor keeps the original. I have attached a copy of the City of Longview's form, [click here](#) to see it.

Grays Harbor Transit says...Grays Harbor Transit struggles with this as well. The past few months we have not processed pay without a leave slip and time card but that isn't working either, it just delays the process to the following month. If someone has a system that works we would certainly welcome some ideas.

Intercity Transit says...our challenge is not so much late leave it's more vacation or time off requests. What I do is, once I approve the time off I make a note of the request in a calendar (eg. Month-at-a-Glance). I give the employee a copy of the approved time off slip. This process

seems to work well for me because -- it gives me a daily reminder of who's what and where, and it also recalls vacation or sick leave hours used while I'm processing our timesheets bi-monthly.

Jefferson Transit says....Put the responsibility on the dept head and if they are unable to properly address the issue then resort to discipline of both EE's.

Link Transit says...I'm not 100% sure what this question is. Are you asking about pre-approved leave that is approved via a "slip" or something? Our leave slips must be attached to our time sheets in order to have correct payroll info. I have never heard that we've had a problem.

Mason Transit says...No "creative" ways here at Mason outside of individual counseling for those constant abusers!

Pacific Transit says...if people don't fill in the slips, they don't get paid. This has curtailed a lot of the activity. There is a process for getting paid back, but it's after the paychecks goes out.

Pullman Transit says...At Pullman Transit we keep all leave slips in a single file at dispatch. The supervisors who approve the time off are required to initial the form and place it in our "Drivers' Time off Calendar", which is in outlook and accessible to all supervisors with permission to authorize time off. The leave requests are not returned to the employee, but filed after it is approved. If the employee requests a copy of the leave request that we will do that, but the original is filed and attached to their monthly time sheet. We don't seem to lose these very often, but it has happened, when an employee does not hand the leave request to a supervisor and simply drops in on the dispatch desk.

Skagit Transit says...I usually have 5 or so leave slips that I have to ask for each payday and quite often it is the supervisor who didn't forward the slip to me, so not too big of a problem for me.

Yakima Transit says...We post a list of missing time cards for all the known leave requests on the board as a reminder for everyone. The employees have to submit leave requests at least 24 hours before taking time off unless it is an emergency.