

VERMONT DEPARTMENT OF PUBLIC SAFETY

Leave Authorization Form Instructions

Purpose: the Department of Public Safety's Leave Authorization Form is the official record of leave approval. This form is to be used to document leave approval prior to entering such time on the employee's timesheet.

Preparation: this form may be prepared before or after leave is used. [submission is expected to be in accordance with employee collective bargaining agreement] This is a record of authorization of such time by the employee's supervisor.

Document Retention: this form is to be retained in accordance with DPS procedure PA-001

Section A: General Information

1. Enter the employee's name
2. Enter the employee's ID number
3. Enter the division in which this work applies
4. Enter the name or title of the position in which the employee is working

Section B: Time Request

- Enter the dates and hours in which an employee is requesting approved leave or overtime.
- The employee is responsible for knowing their leave accrued leave balance for the time in which they are requesting. If a supervisor approves the leave on this form and the employee does not have the leave balance, they may use other leave that is allowable under the collective bargaining agreement.

When time needs to be entered by a delegate based on information filled on this form. The Regular Days and Regular Days Off need to be indicated on this form as well as the hours of a normal work day for this employee.

- The employee is responsible for knowing their overtime category and whether they may receive cash or comp (compensatory time).
- All time entered as overtime must be followed up on the department's Activity Log prior to entering time on the employee's timesheet in VTHR.

Please note the following overtime may only be worked for **cash**.

- (a) Grant overtime details (unless you are a permanent employee and the grant is your position's primary funding source)
- (b) Sworn Long Term Contract details
- (c) Sworn AOTWZ details
- (d) Special Project details (such as Vermont City Marathon) in which the department must record financial information for reimbursement.

Section C: Approval

The employee and the supervisor (delegated authority) must sign this form prior to entering time on the employee's timesheet.

Under limited circumstances when the leave status of an employee is known and the employee is not available to submit time, the supervisor may sign this form in order for a DPS delegate to enter the employee's leave in VTHR.