

## **OMF POLICY: Working Environment**

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### **3.04 Leave Notification**

Employees must report an unforeseen absence due to their own or a family member's illness to their supervisor prior to the start of their work day, if reasonably possible. Employees must notify their supervisor of an unforeseen absence due to their own or a family member's illness during their shift which requires that the employee leave his/her place of work. Upon return to work from an unforeseen absence which will result in the use of leave, employees must submit a leave request for approval in order to document the absence.

Employees must obtain approval from their supervisor prior to taking vacation leave.

Reference:

[HR 6.03](#) Vacation

[HR 6.04](#) Sick Leave

OMF Business Owner:  
Last updated:

Business Operations  
October 14, 2015