

## **OMF POLICY: Working Environment**

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### **3.02 Management Leave**

Employees who are eligible to receive management leave will receive any applicable leave through a written award of leave from their bureau director. A copy of the management leave award form will be sent to the OMF Bureau or Division Operating Bureau Personnel Administrator for processing in SAP. A copy will also be placed in the employee's personnel file in the bureau and in the employee's official personnel file maintained by the Bureau of Human Resources. Employees who have been awarded management leave must obtain prior approval before taking the leave.

Reference:

[HR 8.03 Hours of Work, Overtime Compensation and Management Leave: FLSA Exempt Employees](#)

[Management Leave Award form](#)

OMF Business Owner:  
Last updated:

Business Operations  
April 17, 2017