OTERO COLLEGE PROCEDURE
OCP 3 – 6.1 Employee Leave Requests

OCP REFERENCE NUMBER:

OCP 3 - 6.1

REVISED/REVIEWED ON:

July 2017

February 24, 2025

EFFECTIVE:

February 24, 2025

REFERENCE(S)

Colorado Department of Personnel and Administration Personnel Board Rules and Personnel Director's Administrative Procedures; SBCCOE BP 3-60, SP 3-60b; Healthy Families and Workplace Act

APPROVED BY:

Otero President's Cabinet

APPLICATION:

Otero College (Otero) provides employees with leave benefits based on the employee's position and terms of employment in accordance with Colorado Department of Personnel Board Rules, State Board for Community Colleges and Occupational Education Policy BP 3-60 and Colorado Community College System President's Procedures SP 3-60a and SP 3-60b, and other applicable state and federal laws.

PROCEDURE:

Leave Request Submission

All leave requests are processed through *MyOtero Portal in the Time & Leave Card*. Three links are available in this section providing different leave input and reporting options:

- Leave Request/Report**:** used to submit leave requests or report on leave taken
- Leave Request/Report History: used to view details and status of leave that has been submitted and/or is pending
- Leave Balances: used to view current balances for different types of leave

To request leave for a future date and/or to report leave taken, such as unexpected sick leave, the employee should use the Leave Request/Report link. Available leave balances

as well as balances of leave that have been approved but not yet taken are listed at the top of the request form. Additionally, if the employee could potentially lose annual leave at the end of the fiscal year, the accrual maximum and hours at risk are displayed just below the leave balances.

To enter a leave request, the employee should:

1. Start the form by entering a *Start Date*, using either the calendar icon next to the empty *Start Date* box to pick a date or typing in a date. If the date is typed in, the full date including year -i.e., 02/09/2025 – must be entered. The same process should be used for the *End Date*.
2. Enter a starting *Time* and an ending *Time* by clicking the down-arrows in the corresponding columns. Note that there are pre-selected entries, both for AM and PM hours, and the time is in 15 minute increments.
3. Select a *Leave Type* by clicking on the down arrow in the row next to the completed date and time entries.
4. If the leave is related to a *Family Medical Leave* (FML) situation, select YES under the *FML* column. All leave requests/reports marked as FML, sick leave requests/reports in excess of 24 hours, negative sick leave requests and military leave requests/reports will be routed to Human Resources for review.
5. Enter the total *Hours* requested or reported. The *Hours* will not calculate automatically so the number of *Hours* being requested or reported must be entered.
6. If the employee has any comments to communicate to his or her supervisor about the leave, such as a description of the leave activity (i.e., vacation or doctor appointment), that note should be entered in the *Comments* section.
7. If the employee has more than one leave request to make, steps one through six should be repeated. Leave can be requested for multiple months, and can include sick, annual and any other type of leave for which the employee is eligible.
8. Click *Electronic Signature* to sign the completed leave request/report.
9. Click the *Submit for Approval* button to activate the request and send it to the supervisor for approval.

Editing or Updating a Leave Request

If a supervisor or the Human Resources Office returns a leave request/report for revision, the returned request/report will be displayed in the Revision Request area. To resubmit a returned leave request/report, simply click on the Edit button to the right of the applicable request/report. If the employee does not wish to resubmit the returned request, click the Cancel button.

If an employee ends up not taking the full amount of approved leave, the employee must submit another leave request using the process noted above and entering negative (-)

hours to reflect the number of leave hours not taken. Start and End times must be entered as in the original entry process.

Leave Request/Report History

To look up details on leave that has been submitted and/or is pending, the employee should use the Leave Request/Report History link. Those leave requests that have been submitted, but not approved, will be at the top of the form in the *In Process* section. If a request has been returned for revision, it will be in the *Revision Request* section. If the request was approved by the supervisor, it will be in the *Approved* section, and if it was declined, it will be located in the *Declined* section.

Leave Balances

Employees may check the balances of available leave for which they are eligible at any time. Balances may be viewed using the *Leave Balances* link in the *Time & Leave Card the MyOtero* Portal.

Supervisor Leave Approval

All leave requests must be approved by the employee's supervisor. Prior to approving leave, the supervisor must check the employee's leave balance to ensure that they have enough time available to cover the requested leave. If the employee does not have sufficient accrued leave to cover the request, the supervisor must return the request for revision or decline the request.

To approve leave, supervisors should take the following steps once they receive an email indicating that a leave request has been submitted:

1. Log on to MyOtero, check under *WF My Worklist* to find the submitted leave request and click on the request.
2. Review the request, taking into account the employee's leave balances. Supervisors must subtract the *Approved-Not Taken* total from *Available Hours* to determine an employee's true balance. To view a subordinate's leave balances, use the following process:
   a. On the Employee tab in MyOtero in the Time & Leave section select the Leave Request/Report History link and then click on *History.*
   b. Scroll down to find *Subordinate Leave Balances* and click the link.
   c. Click on the employee's name to view his or her leave balances.
3. Select *Approve*, *Return for Revision Needed*, or *Denied* based on review of the leave request and available leave balances. If a request is returned or denied, the supervisor should click on *Comment* and add a note as to why the request is being returned or denied before clicking on *Return for Revision Needed* or *Denied*.
4. Click *Complete* when finished.

Recording Leave on Timesheets

Leave requests that have been entered and approved in the leave system do not automatically transfer to the time reporting system. Employees must enter approved leave in the time reporting system on the timesheet that corresponds with the approved leave period. Supervisors should check that leave entered on timesheets has been approved through the leave system. See organizational guideline *HR 3.3 Time Reporting* for additional information.

Black Out Periods

During certain periods of the school year, a department or program may have an influx of work and granting annual leave would create a hardship on the department or program. Each Vice President or Program Director has the ability to create periods in the year that are considered "black out" periods for their department or program. Black out periods will be the exception and not the normal working practice and will be based on completion of specific deadline related work. Annual leave will not be granted during this time to the supervisor or the employee without specific approval from the supervisor or Vice President. Each Vice President or Program Director is responsible for giving at least a sixty (60) days written and oral notice of this blackout period to the employees this would affect. If annual leave has previously been approved for this black out period, the employee and the supervisor or Vice President will discuss the circumstances and, if possible, leave will be adjusted.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.