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### EMPLOYEES LEAVE RESPONSIBILITIES

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Refer to this card for reporting illness or emergency absence.

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#### RESPONSIBILITY

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1. a. It is the employee's responsibility to report any unplanned absence within two (2) hours of the beginning of their shift unless impracticable to do so.
- b. You shall notify your immediate supervisor (or, if unable to contact the supervisor, the Competency Office) of any unplanned absences.

SHOP \_\_\_\_\_ COMPETENCY \_\_\_\_\_

- c. Employees scheduled to work second or third shift, weekends or holidays and who are unable to contact their immediate supervisor, may call:

2. If you are on extended emergency leave or sick leave you are obligated to keep your supervisor informed as to the reason for your absence and date of expected return to duty.

REMEMBER - Sick leave is like an insurance policy. It is to your advantage to conserve your sick leave for extended illnesses. This is protection for yourself and your family. Use it wisely.

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NAVAVNDPOT N.I. 12630/3 (REV 4-01)

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### POLICY

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You must furnish medical evidence of illness extending beyond three (3) days in most cases.

You should obtain advance permission from your supervisor for dental, optical, or medical appointments for treatment or examination.

Annual leave is granted at the discretion of management and in most cases will be approved if workload permits.

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NOTICE: Failure to follow these directions may result in disapproval of sick or annual leave and may also result in disciplinary action on charge of unauthorized absence or failure to report an unplanned absence.

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