



- I. Purpose To assure more professional customer service and daily operational needs.
- II. Scope These guidelines apply to all leave for all personnel in the Office of Purchasing.
- III. Responsibility

All Electronic Calendar entries for LEAVE that takes any staff person out of the office shall be notified to Purchasing Manager and his OA, and the receptionist.

Medical and administrative leave such as training, workshops, seminars and professional meetings shall be posted by the Office Assistants or Purchasing Agents.

Annual leave requests may be "tentatively" posted by the requestor to assure minimizing possible scheduling conflicts for other activities until it is officially posted by the Purchasing Manager's OA after it has been through the review and approval process all the way through the Purchasing Manager. When the Purchasing Manager's OA posts the tentative leave request as leave then it becomes official as having been granted to the requestor.