

Web Leave Approval Guidelines

Web Leave

Web Leave Entry allows employees to electronically report their own leave. A designated approver, or proxy, from the department is responsible for electronically approving leave records, eliminating the requirement to submit paper reports.

Expectation

Supervisors who are required to approve leave on behalf of their team are encouraged to complete this task on a monthly basis. At certain times ~~the~~ year the Human Resources office may contact supervisors to approve any pending leave reports that could impact year end processes.

Accountability

One over approval is required as an internal control measure. Individuals do not approve their own records.

Proxy

required while acting as proxy.

Leave Tracking

Responsibility for tracking entitlements and usage rests with the department. Leave balances and usage can be viewed through HR FAST reporting tool.

Resources

Web Leave Management

<https://www.uvic.ca/hr/pay-benefits/leaves/vacation/leavemanagement/index.php>

Entering and Approving Leave Reports

<https://www.uvic.ca/vpfo/accounting/resources/payroll/employee/dashboard/entering-your-leave-report.php>

Human Resources <https://www.uvic.ca/>