SOP for Managers and Supervisors
Planned and Unplanned Leave Work Orders

Scope

Work orders of **PLANNED** and **UNPLANNED** have been created as a tool for assisting Managers and/or Supervisors with scheduling of work orders to an employee’s daily assignments. This tool gives Managers and/or Supervisors a “placeholder” for leave on employee’s daily assignments. Thus, serving as a reminder to those assigning work when an employee is out on leave and unavailable for work assignments.

It should be emphasized that **NO** actual employee leave time is to be entered on these work orders by the employee. The employee will continue to record leave on the paper timecard used today.

Definitions

**PLANNED** leave is defined as any request for leave that is given with ample time to schedule or “plan” for the employee’s absence. Planned leave can also be Administrative, FMLA, or Holiday leave. The PLANNED leave work order should never be used for paying leave or for charging leave.

**UNPLANNED** leave is defined as last minute requests for leave that are not given with ample time to schedule or “plan” for the employee’s absence. The UNPLANNED work order should never be used for paying leave or for charging leave.

Managers and Supervisors should ensure no charges are made to these work orders during time card reconciliation.

Work Steps for assigning PLANNED or UNPLANNED leave:

1. From Desktop select **Work Management**
2. Press the search icon next to **Work Order**
3. Put either **Planned** or **Unplanned** in the **Work Order** box and hit the **Execute** button
4. Select either the **Planned** or **Unplanned** work order

5. Select the **Phase** corresponding to the Shop you are scheduling Leave for

6. On **Phase** screen select **Shop Assignment**
7. **On Shop Daily Assignment** screen select the + icon on the date that leave will be taken

8. **On Daily Assignments** screen enter the number of hours of leave to be taken and press the **Save** button

9. **Planned** or **Unplanned** leave is now complete and scheduled to the employee’s daily assignment

10. Reminder, no employee leave time is to be charged to the **PLANNED** or **UNPLANNED** phases. In the event an employee accidentally does record leave hours on one of these work orders a correction will need to be made (see payroll supervisor for further assistance if needed). Managers and/or Supervisors should check timecard details for accuracy before approving timecards. Timecard details can be seen by clicking the **Transaction hyperlink** on the time card approval screen (see Timecard Approval for further details).

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