



AVTEC Policy

[Leave Requests](#)

Effective Date

1 October 2025

Last Revision Date

26 September 2025

Responsible Party

AVTEC Supervisors

Scope and Audience

AVTEC Employees

Policy Purpose

To clearly define the expectations and procedures for requesting and managing personal leave.

Policy Statement

Leave usage at AVTEC is governed by State statutes, regulations, Department of Labor and Workforce Development (DOLWD) policy, and applicable collective bargaining agreements. All probationary and permanent employees accrue personal leave in accordance with their bargaining unit agreement or relevant state law.

AVTEC administration encourages employees to utilize their leave, and for supervisors to balance employees taking leave with the business needs of the organization. There are periods of time throughout the calendar year in which employees' presence at work are more important than other times. The specific times will be dependent on the employee's specific duties and position. There are also periods of time in which all employees are expected to be available. Employee requests for these periods should be for occasions of exceptional circumstances. Those periods include:

- The August in-service
- The first week of all training terms
- The final week of all training terms
- Graduations

Definitions

Leave Request – The form used to request personal leave.

Collective Bargaining Unit Agreements – Agreements outlining specific terms and conditions of employment:

<https://law.alaska.gov/departments/civil/LSA/CBA.html>

Requesting Personal Leave

Employees must complete a Leave Request form and submit it to their supervisor for approval prior to taking leave. Approval should be obtained before making any personal travel arrangements.

Unscheduled Leave

For unplanned absences, notify your supervisor before the start of your scheduled shift. Submit a completed Leave Request form as soon as you return to work.

- Daily communication is expected for each day of an unscheduled absence.
- Failure to notify your supervisor is considered a *no-call, no-show*.
- If absent for three or more consecutive days, your supervisor may require a doctor's note before you may return to work.

Leave Without Pay (LWOP)

If you request more leave than you have accrued, prior supervisor approval is required. While every effort should be made to avoid entering leave without pay status, circumstances may arise when it is necessary.

- Submit a Leave Request form for any planned LWOP.
- You will not accrue leave during any pay period in which you are on leave without pay status.
- An employee may be ineligible for employer-provided group health and life coverage if LWOP is incurred over the first work day of a month. Ordinarily, to be covered, an employee must be in pay status a minimum of four (4) hours on the first scheduled work day of a month. To continue coverage, the employee must pay the premium.
 - For further information on the effects of LWOP status, consult AVTEC Payroll or the Alaska Administrative Manual.

Forms

If your position accrued leave, the Leave Request form is located in your timecard Excel file as a separate tab.

All leave forms should be submitted through DocuSign.

Floating Holidays

Each bargaining unit allows a provision for floating holidays. Floating holidays should be requested and approved by your supervisor due to a **business need** as described in the corresponding bargaining agreement.

Related Information

This policy is effective immediately. All employees must align their procedures with the contents of this policy.

Any local practices that differ from this policy must receive written approval from the Division Operations Manager.

Last Review Date

9/26/2025

Approval:

Signed by:

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Cory J. Ortiz, PhD
Director, AVTEC

Date: 9/26/2025