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 of 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
The employee self service leave approvals module allows a proxy to be set up to approve leave reports on behalf of an approver. As the supervisor of the applicant, supervisors are acknowledging that they have read and understood the privacy policy and the use and storage of confidential data. One over approval 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/leave-management/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/hr

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