

Concurrently, the employee is required to submit an annual leave request through Kronos Request Manager specifying the total number of hours requested, as well as the date(s) covered. The supervisor is responsible for reviewing and approving the annual leave request. The work requirements of the College shall take priority over the scheduling of annual leave or other leave for an employee. When operationally possible, the supervisor shall grant earned annual leave at the convenience of the employee. If the request for annual leave is denied, the supervisor shall note, in writing, the reason for denial. (For example, work schedule requirements; staffing needs.)

4. Exceptions may be granted by an immediate supervisor to the requirement of prior annual leave request and approval and *Application for Leave* form processing for good cause. (For example, a supervisor may approve usage of annual leave due to

