

# Leave Accountability



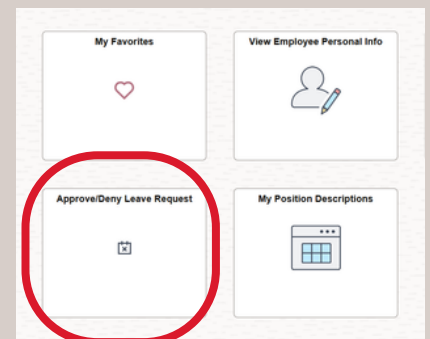
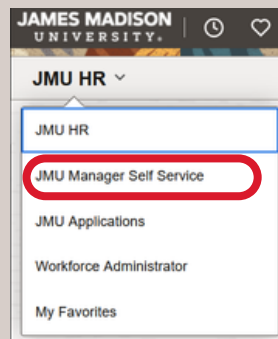
With the holidays just around the corner, now is the perfect time to review your employees' leave balances to ensure action has been taken on all pending leave requests.

All leave is subject to supervisor approval. Leave should be requested in advance when possible and approved by the supervisor prior to the absence.

A best practice is to have all leave requests submitted at least 24 hours in advance. As a supervisor, you should evaluate all leave requests against departmental needs and approve the request if adequate department coverage can be maintained.

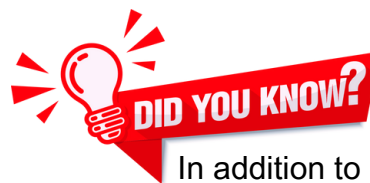
While every attempt should be made to approve leave requests, it is sometimes necessary to deny a request or collaborate with the employee to modify the request when business needs are impacted.

**As a supervisor, you have access to Manager Self-Service in HR Management. Through Manager Self-Service, you can access employees' leave information and approve or deny leave requests.**



**Reminder:** The 2024 leave year ends on Thursday, January 9, 2025; therefore, all outstanding annual leave, community service leave, compensatory leave, family/personal leave, overtime leave, personal day, recognition leave, and sick leave requests for the 2024 leave year ending January 9, 2025 must be entered into MyMadison and approved by the supervisor as soon as possible. The leave year for entering and approving A&P Faculty leave ends on June 30, 2025.

**For questions regarding leave, please contact Reagan Neese, Leave Specialist, [neeserw@jmu.edu](mailto:neeserw@jmu.edu).**



In addition to Manager Self-Service, supervisors can approve leave requests in MyMadison, in the "My Approvals" tab.