

Annual Leave (AL) and Expected Sick Leave (SL) (for example, elective surgeries)

1. Before planning annual or expected sick leave, please check your calendars for upcoming NPS quarterly meetings, new educator hiring, trainings, site visits, unit meetings, etc.
2. Once you have dates in mind, send Susan an email requesting the leave. Include dates/times and what type of leave request (AL, SL).
 - a. Susan must approve the leave request before travel plans are finalized.
 - b. Dwayne will add approved leave to state staff calendars.
3. Once the leave request has been approved by Susan, you will need to make arrangements to have things covered while you are away:
 - a. At least a month prior to the AL or expected SL, identify the point of contact NPS that will cover for you while you are away. Alert them to the dates of your leave.
 - b. At least a week prior to the dates of leave, provide the following information to the following people:
 - i. Other NPS:
 1. Educator, unit county directors', and unit county office staff contact information (use *Email Template for Taking Leave - NPS point of contact*). Cc EFNEP State Office.
 2. Discuss anything that has potential to need attention while you are away.
 - ii. Educators:
 1. NPS point of contact and EFNEP state office contact information (use *Email Template for Taking Leave – Educators and County Directors*). Cc state office staff.
 2. Let them know who to contact with what questions while you are away.
 - iii. EFNEP State Office:
 1. Tell state office who will be the NPS point of contact while you are away.
 2. Review on-going county items, educator concerns and other topics relevant to your counties.
 - iv. Unit County Directors and office staff:
 1. NPS point of contact and state EFNEP office contact information (use *Email Template for Taking Leave – Educators and County Directors*).
 - c. The day before your leave starts, set your out of office voicemail and email, making sure to put the point of contact NPS' name and contact information in both the voicemail and email.
4. Complete Extension leave paperwork at the end of the month.
5. IF all NPS are going on leave around the same time (Ex. December-January), it will be the responsibility of each NPS to inform their educators and County Directors (ccing EFNEP Coordinator) to inform their educators and County Directors of their leave. It will be the responsibility of each NPS to be the point of contact for their unit while on vacation.

* It is understood that supervisors are never totally “unplugged”. Each NPS is expected to check email and voice messages at least once a day at all time, including when on leave status.

Unexpected Sick Leave (SL)

1. If you need to take sick leave unexpectedly, send an email to EFNEP state office (include Susan, Brigid, Katie and Dwayne), unit county directors, and educators letting everyone know.
2. Let educators know who they can call with questions (state EFNEP staff, NPS point of contact).
3. Cancel any appointments or meetings that you have scheduled for the time that you are sick if you are able to. If you are not able to, make arrangements for someone else to cancel these meetings (EFNEP state office or point of contact NPS agent).