School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
November 3, 2025

Standard Operating Procedure
Leave Request and Leave Approval

PURPOSE:

To establish a process for the School Board Office and School Board Member staff to request leave, and for School Board Members and the Clerk to approve leave.

SCOPE:

The School Board Office may no longer use a proxy for approving leave. Therefore, it is the responsibility of each individual Board Member to approve the leave requests for their staff members. The School Board Chair is also responsible for approving the time for the Auditor General, Clerk, and Division Superintendent. The Clerk is responsible for approving leave requests for the School Board Office staff.

School Board Office and School Board Member staff should request leave in advance through MyTime. Before requesting leave, the staff member should ask their program manager (either the Clerk or School Board Member) for pre-approval. This helps streamline the leave approval process. For additional questions about leave, please contact the Clerk or Time and Attendance Processor (TAP) for the School Board Office.

ROLES:

School Board Chair: The School Board Chair is responsible for approving the leave requests of the Auditor General, the Clerk to the School Board, and the Division Superintendent. The Chair may also approve the leave for another Board Member's staffer if the Board Member has requested the Chair to do so.

School Board Members: School Board Members are responsible for approving the leave requests of their individual office's staff (i.e., District Director, Staff Aide, Staff Assistant, and Senior Executive Administrative Assistant (SEAA)).

Clerk of the Board: The Clerk of the Board is responsible for approving the leave requests for the School Board Office staff (i.e., Deputy Clerks, Support Tech II and I, and the Administrative Assistant).

School Board Office and School Board Member Staff: Staff members are responsible for promptly requesting leave in advance through MyTime

Time and Attendance Processor (TAP): The Office's TAP is responsible for running all necessary time and attendance reports. The TAP can also assist with putting in time past the due date.

School Board Student Representative: The School Board Student Representative is responsible for logging their biweekly hours in MyTime. The Clerk or one of the Deputy Clerks is responsible for approving time.

TIMELINE:

Monthly paid employees must submit any leave requests online via their MyTime Time Off Calendar no later than the employee deadline day (which usually occurs on the first working day of the next month).

Program managers and supervisors are responsible for ensuring that time and attendance are reported, submitted, reviewed, and approved in the online time and attendance system in accordance with time frames established annually in the current version of Notice 5620. Time correction memos should only be used in extenuating circumstances and not in lieu of submitting and approving time through MyTime.

For the School Board Student Representative: Best practice for Biweekly paid employees is to enter their time worked for each week of a pay period no later than the Friday of Week 1 and the Friday of Week 2. Leave should be requested in advance whenever possible, or immediately upon return to work.

GUIDELINES:

- Staff Members can access guidelines and useful tips for using the MyTime: Monthly Contract Members page.

- Supervisors can access guidelines and useful tips for approving leave on the My Time: Supervisors page.