



MD-0012 Leave Work Orders

Each Master Foreman will be issued a work order in the pending status at the start of the pay period, every other Monday. It is the responsibility of the shop's Master Foreman or designated time keeper to change the work order description to include the current pay period's date range. When an employee of the shop submits a paid leave request through Oracle that has prior approval, the Master Foreman or designated time keeper will create a labor transaction for the date of leave including the total hours of leave for each day and when the leave falls within the current pay period date range.

This is ONLY for paid leave. If an employee is on unpaid leave, no transactions shall be entered.

Once the pay period ends, every other Friday, each work order shall be **closed** by the shop's Master Foreman or designated time keeper.

Only shop Master Foremen and designated time keepers are to enter labor transactions and make changes to leave work orders. **No employee is to make any changes to the leave work orders. Failure to follow this directive may result in disciplinary action, up to, and including termination.**