

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Leave Requests		SOP #: HR.006.00
Effective Date	03/01/18	
Last Revision/Review	Reviewed 01/07/19, 08/28/19	

1. Purpose

To establish Leave Request operating procedures for Burrell College of Osteopathic Medicine (BCOM).

2. Related Policy/Authority

BCOM Employee Handbook

3. Faculty/Staff Responsibilities

Employees enter their leave request via Greenshades.

Supervisors approve/deny requests via Greenshades.

4. Definitions/Abbreviations

Greenshades is the automated employee portal to the BCOM timekeeping system. Salaried (exempt) employees access Greenshades for leave requests and reporting.

5. Procedural Steps

Please see linked document.

6. Reports/Charts/Forms/Attachments/Cross References

Greenshades Instructions

https://bcomm.org/wp-content/uploads/2019/01/Greenshades_revised-01_15_19.pdf

7. Maintenance

Human Resources – review annually

8. Signature

Signature on File	08/28/19
Dawn Leake, Director of Human Resources	Date

9. Distribution List

Internal/External

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date