

Who Approves My Leave Request?
That depends on which type of leave you've requested!



Type of Leave Requested	Sick/Vacation	Your line manager	Who Approves the Leave
	Paid Parental	HCM Specialist	
	Paid Caregiver	HCM Specialist	
	Paid Military/Early Responder	HCM Specialist	
	Non-Compensatory	HCM Specialist	
	Bereavement	Your line manager	
	FMLA	≤ 3 days: your line manager Over 3 days: HCM Specialist	
	Alternate & Administrative	Your line manager	