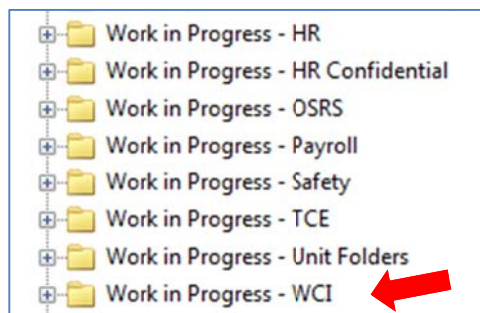
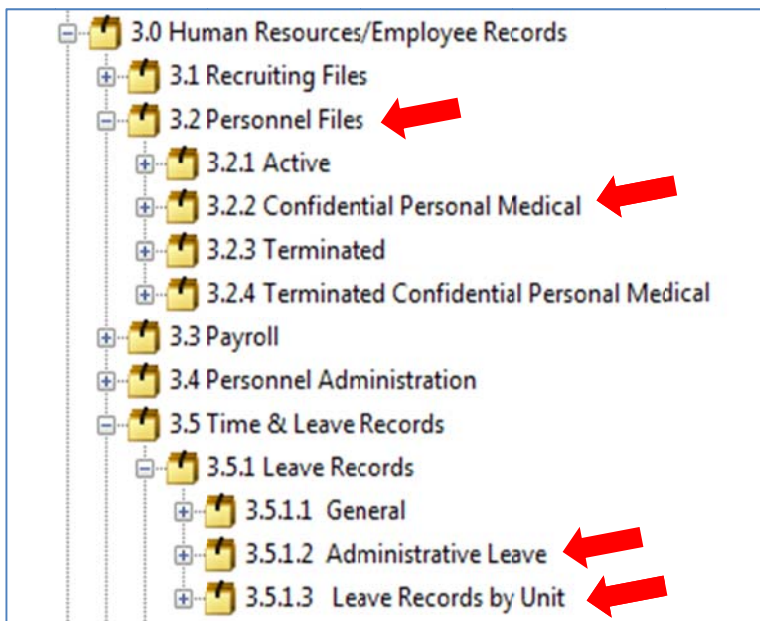


Leave File Checklist

Revised 8/30/13



Leave documents are filed in several different locations in Laserfiche depending on the type of leave it involves. Most are maintained by the unit with the exception of leave documents regarding Worker's Compensation Insurance (WCI).



Laserfiche	Sub Folder	Documents	
3.2.1 Personnel File	Awards and Recognition	Administrative Leave - memo to employee.	
3.2.2 Confidential Medical Folder		FMLA - Memos, Medical Certification Forms, Physician's Release to Return to Work. Sick Leave Pool memo. All medical documents with a diagnosis.	
3.5.1.2 Administrative Leave (Filed by Fiscal YR)		Back-up approval documentation/unit memos for granting administrative leave (if applicable).	
3.5.1.3 Leave Records by Unit (Filed by Fiscal YR)		Any medical document without diagnosis and not FMLA related. Jury duty documents (if received). Office closures - due to bad weather, etc. Back-up documentation for adding earned compensatory time.	
5.4.3 Work in Progress - WCI		All Worker's Compensation documents.	

Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection of sensitive or confidential information. Final disposition of records must be documented. Files in use prior to the expiration of the retention period due to litigation, claim negotiation, audit, public information request or administrative review must be retained until completion of the action. Records Management website: <http://agrilifeas.tamu.edu/risk-compliance/records-mgmt/index.php>