

## DOCUMENT ROUTING PROCEDURES

TYPE OF DOCUMENT (RECORD)	LOCATION OF DOCUMENT	ACCESS TO FILE	PROCEDURE/RESPONSIBILITY FOR ROUTING DOCUMENT
<b>ABSENCE REPORT FOR EXEMPT AND NON-EXEMPT PERSONNEL: ANNUAL LEAVE</b> (Yellow half sheet)	<b>Annual Leave File</b>	Director Associate Director Manager/Supervisor Employee	<ul style="list-style-type: none"> <li>▪Employee to Manager/Supervisor</li> <li>▪Manager/Supervisor to PPD Personnel Office</li> </ul>
<b>MONTHLY ABSENCE REPORT FOR EXEMPT PERSONNEL</b>	<b>Annual Leave File</b>	Director Associate Director Manager/Supervisor Employee	<ul style="list-style-type: none"> <li>▪Director, Associate Director, or Manager/Supervisor to PPD Personnel Office</li> </ul>

Type of File: **Annual Leave Files**  
 Document Routing Procedures—Revised: 12/09/04