

## Snow Leave Request [Video](#)

2019-2020 HOLIDAY DATES	Deer Season/Thanksgiving	DUE OCTOBER 1, 2019 (Nov 8 - Nov 31)	2019-2020 HOLIDAY DATES
	Christmas/New Year's	DUE NOVEMBER 1, 2019 (Dec 20 - Jan 5)	
	Lincoln's Birthday/President's Day	DUE JANUARY 1, 2020 (Feb 8 - Feb 20)	

  

Snow Leave Request	
Employee Name	<input type="text"/>
Employee Email Address	<input type="text"/>
Current Work Location	<input type="text"/>
Immediate Supervisor Name	<input type="text"/>
Assigned Snow Building	<input type="text"/> <input type="checkbox"/>
Snow Building Supervisor	<input type="text"/>
Type of Request	<input type="text"/>
Vacation Begin Date	<input type="text"/>
Vacation End Date	<input type="text"/>
Description or Special Info About Request	<input type="text"/>

### Description

This innovation is a digital submission of snow leave requests. Previous processes involved a PDF or hand filled versions, that were emailed to the coordinator, who then reviewed and entered a spreadsheet to track requests. The new snow leave process is all automated and now organizes the data in an easy to understand format. Once the employee fills out the form, it then auto populates a calendar, and the coordinator can approve/deny requests from there.

### Benefit

Time and money are saved by reducing the time needed to sort and organize the requests. By freeing up the time it took required for the old process, workers and supervisors can move on to their next pressing assignment. This innovation simplifies work by automating the process and the approval process.

### Materials and Labor

There were no material costs.

### For More Information Contact

#### Kansas City District:

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Additional information, photos or videos can be seen by accessing Innovations Challenge SharePoint page at: <http://sp/sites/tp/planpol/SitePages/InnovationHome.aspx>

