

Request and Authorization for Leave

Send Completed Form to Human Resources

Please refer to the Employee Handbook for complete descriptions of the various types of leave available.

General Information

<input type="checkbox"/> HOURLY	<input type="checkbox"/> SALARIED	EMPLOYEE ID NUMBER	_____
Type or Print Employee Name		Date	
Department		Supervisor	
I request leave beginning at _____ on _____, ending at _____ on _____ for			
a total of hours _____			
Select one of the following reasons:			
<input type="checkbox"/> Annual Leave – Annual leave needs to be requested at least 3 working days in advance			
<input type="checkbox"/> Sick Leave - Sick leave is used when conditions do not permit the use of Family or Medical Leave			
<input type="checkbox"/> Personal Day - One day per calendar year			
<input type="checkbox"/> Emergency Leave - Up to three consecutive days per year for family members specified in Handbook			
<input type="checkbox"/> Military Leave - Up to three weeks per year			
<input type="checkbox"/> Bereavement Leave - Up to three days for family members specified in Handbook			
<input type="checkbox"/> Jury Duty - Summoned to appear for jury duty			
<input type="checkbox"/> Court Leave - Subpoenaed to appear in court as a witness			
<input type="checkbox"/> Compensatory Time			
<input type="checkbox"/> Leave without Pay - for use when sick and annual leave is unavailable			
Employee Signature		Date	
Approved: _____		_____	
Supervisor Signature		Date	

Family or Medical Leave

I request Family or Medical Leave (FMLA) for the following reason:

Check one of the following reasons:

- A serious health condition that makes you unable to perform the essential functions of your job.
- A serious health condition affecting your Spouse, Child, Parent for which you are needed to provide care.
- The birth of your child, or the placement of a child with you for adoption or foster care. This leave needs to start on _____ and is expected to end on _____.

Medical certification supporting the need for an employee to care for their own, or their spouse's, child's or parent's serious illness is required. Medical certification forms are available in the Human Resources Office.

Medical Certificate is attached.

The requesting employee will be notified of the status of the request within two working days of the request being Received in the Human Resources Office.

Employee Signature

Date