

LEAVE REQUEST

Name _____ Date _____

Department _____

Complete Section I or II, according to the type of leave to be used and follow the routing instructions within the section.

SECTION I

Type of Leave: Vacation Leave Court Leave (Attach copy of summons)
 Sick Leave, less than 6 working days

Date of Leave _____	Time of Leave _____	Total time taken _____
Date of Leave _____	Time of Leave _____	Total time taken _____
Date of Leave _____	Time of Leave _____	Total time taken _____
Date of Leave _____	Time of Leave _____	Total time taken _____
Date of Leave _____	Time of Leave _____	Total time taken _____

If you are requesting sick leave, please check one of the following reasons:

Medical or Dental Appointment Death in Immediate Family
 Personal Illness Illness in Immediate Family

Routing Instructions: Monthly Paid Employees – Send approved original to Payroll.
 Bi-weekly Paid Employees – Attach approved original to Timesheet.

SECTION II

(For the following types of leave, the Leave Form must be sent to Human Resources in advance of the requested dates. Supervisors: Do not sign until after review by HR Director. See instructions below.*)

Type of Leave:

Family/Medical Leave, unpaid (Medical certification required - send to HR) Sick Leave, 6 or more working days (Medical certification required - send to HR)
 Leave of Absence, unpaid (HR will seek approval of President) Military Leave (Copy of orders required)
 Other Leave (Specify) _____

Date(s) Requested: _____

Reason for Leave: _____

Routing Instructions: Supervisors: Send employee's request to HR Director before approval.*

1) _____
 Employee's Signature Date

2) _____
 Supervisor's Signature Date

3) _____
 Signature of HR Director Date
 (Required For Leave in Section II)

4) _____
 Signature of President Date
 (Required for Leaves of Absence)

***Instructions to supervisor:** If employee is unable or not available to complete the Leave Form in advance, and if the absence will be longer than five days (other than vacation), the supervisor must complete this form for the employee and send it to the Human Resources Office immediately or call the HR Director. The Supervisor's approval should not be given until after review from HR Director, and in the case of Leaves of Absence, approval from the President.