



Request for Leave of Absence

- Reported absences must be for consecutive days.
- Break in absences must be reported on separate forms.
- Notify your supervisor of any absence before the start of your scheduled workday (MOP 6.082).
 - Sick/Personal leave is to be filed the first day you return to work.
- Annual leave is to be filed at least one week prior to desired date of absence (MOP 6.070).
 - Forward the original form to HR, employee keeps a copy.

Name:				Date Filed:			
Employee ID # (or A#):				Position:			
Requested Absence BEGINS (instructional staff must indicate the assigned hours not worked)				Requested Absence ENDS			
HOUR	MONTH	DAY	YEAR	HOUR	MONTH	DAY	YEAR
Total DAYS of absence:			OR	Total HOURS of absence:			

SICK leave for one of the following reasons ("X" one)

- Illness of myself
- Illness of dependent or immediate family member
- Death of dependent or immediate family member
- Doctor/dental appointment
- Other (please specify)

- ANNUAL/VACATION** leave
- PERSONAL** leave (personal time is charged to accumulated sick time & is limited to four (4) days per fiscal year, 7/1 - 6/30)
- JURY DUTY** (**MUST** attach the jury summons to the form to **NOT** be charged leave time. Absences to attend court functions for college purposes must be reported on the Temporary Duty form (MOP 6.078))
- LEAVE WITHOUT PAY** (**MUST** have prior authorization (MOP 6.080) from College President and may be taken **ONLY** if no other paid leave is available)
- FMLA** (**MUST** contact HR for information & forms)

Employee Signature	Date	Supervisor Signature	Date