



Request For Time Off

This form must be used for time off from work of over three (3) hours (Vacation, Personal time, scheduled Sick Leave such as surgery, Leave of Absence and approved schedule adjustments and any sick leave over 3 days.

From: _____ Title: _____
(Employee Name)

To: _____ Date: _____
(Program Director Name)

I request to be absent from my job for the following period of time:

(Day) (Date) (Hour) (Day) (Date) (Hour)

I wish this time to be charged against:

- Vacation _____ Hours
- Personal _____ Hours
- Holiday _____ Hours
- Sick Leave _____ Hours: *For requests over 3 days complete the Extended Leave Request*
- Unpaid _____ Hours: *If full day without pay is requested complete the Extended Leave of Absence*
- Birthday _____ Hours: Month & Day of Birthdate _____
Birthday Holiday for fulltime, full year employees. Must be taken during the work week (Sat – Fri) of birthday.
- Funeral _____ Hours: Relationship to the deceased _____
- Other _____ Hours _____

In my absence, my substitute will be: _____

Extended Leave Request

Complete this section for Sick over 3 days, Medical & Family Medical leaves (FMLA) and Leaves of Absence.

- Medical Leave (Sick)
- Family Leave
- Leave of Absence

To be eligible for **Family or Medical Leave** employees must have worked at least 12 months with this agency and worked at least 1250 hours in the past 12 month period. See Personnel Policies 601 and 602. If leave is approved you will receive written notification and a request for additional medical information and or verification. Regular employees may request unpaid **Leave of Absence** in accordance with Personnel Policy 603.

Reason for Leave Request: _____

Dates Requested to be off: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

- Request Denied
- Request Approved: _____

Program Director Signature: _____ Date: _____

A copy of an approved Extended Leave Request must be given to the Human Resource Manager.

Attach a copy of this to the time sheet that includes the date(s) requested.