

### Leave of Absence Request

**INSTRUCTIONS:**

1. Review Leave of Absence Guidelines. Discuss request with appropriate supervisor/manager/administrator.
2. Complete request and submit to appropriate administrator.
3. For leave advising, schedule an appointment with Leave Coordinator in Human Resources.
4. All medical certifications should be directly forwarded to Human Resources. Do not attach to request. Employee should indicate that the verification is on file and can be confirmed by contacting the Leave Coordinator in Human Resources.
5. Forward to Human Resources for eligibility/entitlement determination.

| Employee Information |                 |        |            |
|----------------------|-----------------|--------|------------|
| Name                 | Bargaining Unit | Exempt | Non Exempt |
| Address              | Department      |        |            |

City, State Zip:

## Employee Responsibility

- To keep appropriate supervisor/manager/administrator and Human Resources informed of leave status.
- All medical certifications must be submitted to Human Resources.
- If employee is on a medical leave, release to return to work must be submitted to Human Resources prior to reporting to work.