



**Leave Application – Administrative**

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Leave Request Fo: From \_\_\_\_/\_\_\_\_/201\_\_ To \_\_\_\_/\_\_\_\_/201\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Return to Work on: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/201\_\_ Time \_\_\_\_\_

Reason for Absence:	MEDICAL ER	JURY DUTY	OTHER (Explain)
VACATION	FUNERAL	FMLA	
SICK	MILITARY	WEATHER	
DOCTOR'S VISIT	IWIF	CAR PROBLEM	

Requests for LEAVE must be received by the HR Director no less than two weeks prior to the first day employee will be absent. Leave requests due to unavoidable circumstances or illness require verbal approval from Department Director per policy, followed by submission of documents justifying the absence on the first day after returning to work.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Use only (below)**

Do you recommend leave? Yes \_\_\_ No \_\_\_ Date \_\_/\_\_/201\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

**Employee's Department Director Use only (below)**

Do you recommend leave? Yes \_\_\_ No \_\_\_ Date \_\_/\_\_/201\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

**Payroll Use only (below)**

Fiscal Year: July 1, 201\_\_ to June 30, 201\_\_

Date of Hire  Benefits Eligibility Date:  Employee Status:  Full Time  Part Time  Part Time

Hours Eligible  Hours Accrued  Hours Used  Hours Eligible  per week 40 hours or more  30-39 hours per week. Health benefits only  <30 hours State mandated benefits only

For Current Fiscal Year For Current Fiscal Year For Current Fiscal Year For Current Fiscal Year

TOTAL HOURS USED	QTR1			QTR2			QTR3			QTR4		
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June

**Comments**

Payroll Use Only  Forwarded to Executive Office

Payroll Signature / Date

**EXECUTIVE APPROVAL OF LEAVE**

APPROVED  WITH PAY  WITHOUT PAY  DENIED

Comments

Signature /Date:

Completed Leave application will be returned to HR Folder. Employee and Supervisor will both be notified of leave status.

\*ETO is the combined accrued time earned from vacation time and any potential sick time for benefit-eligible employees