



Center for Social Change

Serving Individuals with Developmental Disabilities

Leave Application – Security Surveillance Specialist

Employee Name	<input type="text"/>	Today's Date	<input type="text"/>
Assigned House	<input type="text"/>	Supervisor	<input type="text"/>
Assigned Schedule	<input type="text"/>	Total Hours / Week	<input type="text"/>
Leave Requested For	From <input type="text"/>	To <input type="text"/>	Return to Work on <input type="text"/>

Reason for Absence (check all that apply)

<input type="checkbox"/> Sick	<input type="checkbox"/> Doctor's Visit	<input type="checkbox"/> Medical ER
<input type="checkbox"/> Funeral	<input type="checkbox"/> Military	<input type="checkbox"/> IWIF
<input type="checkbox"/> Jury Duty	<input type="checkbox"/> FMLA	<input type="checkbox"/> Weather
<input type="checkbox"/> Car Problem	<input type="checkbox"/> Vacation	<input type="checkbox"/> Other

If Other, please specify:

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

Do you recommend leave? Yes No If yes, can coverage be arranged? Yes No

Name of employee who will do coverage

Signature of employee agreeing to provide coverage

Date Supervisor Signature Title

PROGRAM DIRECTOR'S USE ONLY

Do you recommend leave? Yes No Signature Date

HR USE ONLY Fiscal Year

Employee Status	Full Time 40 hrs. or more/week	Part Time (30-39 hrs/week)	Part Time (30-39 hrs. less than/week)
Date of Hire	Benefits Eligibility Date		
ETO Hours (Eligible/Accrued/Used/ Available)			
Sick Hours (Eligible/Accrued/Used/ Available)			
Forwarded to Executive	Payroll Signature		

EXECUTIVE Approval of Leave

Approved	With ETO	With Sick Leave	Without Pay	Denied
Comments:				
Signature/Date:				

Completed Leave Application will returned to HR Folder. Employees 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.