

LEAVE REQUEST



One Angwin Avenue
Angwin, CA 94508

Human Resources
(707) 965-6231
(707) 965-6400 FAX

This form must be completed for all leave requests

Check *both* employment category and type of leave:

- | | | |
|--|--|---|
| <input type="checkbox"/> Hourly | <input type="checkbox"/> Salaried | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> <i>Vacation</i> (paid time off) | <input type="checkbox"/> <i>Vacation</i> (paid time off) | <input type="checkbox"/> <i>Sick Leave</i> |
| <input type="checkbox"/> <i>Sick Leave</i> | <input type="checkbox"/> <i>Sick Leave</i> | <input type="checkbox"/> <i>Extended Sick Leave</i> |
| <input type="checkbox"/> <i>Extended Sick Leave</i> | <input type="checkbox"/> <i>Extended Sick Leave</i> | |

Employee Name: _____
Last First Middle

ID Number: _____

Employment Status: Full Time Part Time _____ % FTE

Department: _____

Dates Requested for Time Off: _____

Total Hours Requested (hourly employees): _____ hours

Total Days Requested (salaried employees): _____ days

Available Vacation or Paid Leave in Bank: _____ days or hours (*circle one*)

Is this a revision to a previously submitted and approved request? Yes No

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Submission Procedure:

1. Submit request to your supervisor at least one month prior to requested time off.
2. Arrange request to the mutual benefit of the employee and the department. Four weeks is the limit for any single time off.
3. The employee's supervisor must approve revisions to scheduled time off after the submission of the request form or upon return from time off. A revised request must be resubmitted for approval.
4. The department supervisor must submit the request forms in a timely manner to the Payroll Office for hourly employees. Salaried employee request forms are to be sent by the department supervisor each pay period to the Human Resources Office.
5. Hourly employees record paid leave at the time clock; contact your time keeper for more information. Salaried employees automatically have their vacation bank deducted for the reported vacation time.
6. Time off for paid holidays does not need to be reported on this form for salaried employees.
7. Requests for Extended Sick Leave must be submitted to Human Resources for approval and input.
8. Please submit hours for regular sick leave to Human Resources (for tracking purposes).
9. If requesting extended sick leave for more than five days you must file for Family Medical Leave Act (FMLA) through Human Resources.