

## 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

Employee Name: \_\_\_\_\_  
Last First Middle

ID Number: \_\_\_\_\_

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

Check *both* employment category and type of leave:

**Hourly**

*Extended Sick Leave*

**Salaried**

*Vacation* (paid time off)

*Sick Leave*

*Extended Sick Leave*

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

Dates Requested for Time Off: \_\_\_\_\_

Total Hours Requested (hourly employees): \_\_\_\_\_ hours

Total Work Days Requested (salaried employees): \_\_\_\_\_ days

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

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 all request forms in a timely manner to Human Resources.
5. Hourly employees record paid leave and sick leave at the time clock. However, hourly employees are still required to submit a leave request for hours taken to their supervisor, who will send it to Human Resources.
6. Time off for paid Federal holidays does not need to be reported. Hourly employees will put in paid leave for federal holidays. Salaried employees do not need to do anything.
7. Salaried employees are required to submit leave requests for vacation and sick leave. They will have their banks deducted for the reported times on the applicable pay period.
8. Please submit leave requests for regular sick leave to Human Resources (for tracking purposes).
9. Requests for Extended Sick Leave must be submitted to Human Resources for approval and input.
10. If requesting extended sick leave for more than five work days you must file for Family Medical Leave Act (FMLA) through Human Resources.