Southwestern
COMMUNITY COLLEGE

Request for Leave

(**Check One** - Use a **separate** form for each type of leave requested)

☐ Civil Leave - Jury Duty
(report time after serving, see policy 4.02.05 for details)

☐ Child Involvement Leave
(8 hours of paid leave are granted each calendar year to promote employee's involvement with education of youth and assistance to schools, see policy 4.02.09 for details)

☐ Vacation Leave ☐ Bonus Leave

☐ Special Bonus Leave Earned 2017-2018 ☐ Special Bonus Leave Earned 2018-2019

☐ Sick Leave (Illness/injury or Medical Appointment of employee/ immediate family; Death in the family; or Personal Leave)

☐ Personal Leave (24 hours of accrued sick leave may be used as personal leave during the fiscal year)

Immediate Family is defined as: spouse, parent, child, sibling, grandparent, grandchild (including step, half, and in-law relationships). Also included are other dependents living in the employee's household.

Leave must be taken in units of no less than one hour and in quarter hour increments thereafter

Month	(Numerical Day) Day	Year	Hours Used

PRINT Applicant Name Colleague ID (required) Date

Signature of Immediate Supervisor Date

This section for use by Human Resources

The following types of Leave require prior approval

☐ Leave Without Pay
☐ Family and Medical Leave
☐ Voluntary Shared Leave
☐ Worker's Compensation Leave
☐ Disability