



# Request for Leave

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

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| <p><b>Civil Leave - Jury Duty</b><br/>(report time after serving, see policy 4.02.05 for details)</p>   | <p><b>Sick Leave</b> (Illness/injury or Medical Appointment of employee/ immediate family; Death in the family; or Personal Leave)</p>   |
| <p><b>Community Service Leave</b><br/>(24 hours of paid leave are granted each fiscal year to promote employee's involvement with education of youth and volunteer community service, see policy 4.02.19 for details)</p> | <p><b>Personal Leave</b> (40 hours of accrued sick leave may be used as personal leave during the fiscal year.)</p>  |
| <p><b>Vacation Leave</b>                      <b>Bonus Leave</b></p>  | <p><b>Immediate Family</b> 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.</p>               |
| <p><b>Special Bonus Leave Earned 2017-2018</b>                      <b>Special Bonus Leave Earned 2018-2019</b></p>   | <p><b>Personal Observance Leave</b><br/>(8 hours of paid leave are granted each calendar year and may be used on any day of significance, including days of cultural, religious, or personal importance, see policy 4.02.20 for details)</p> |

(Numerical Day)

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

| <u>Month</u> | <u>Day</u> | <u>Year</u> | <u>Hours Used</u> |
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|-----------------------------------|-------------------------|------|
| PRINT Name                        | Colleague ID (required) | Date |
| Signature                         |                         | Date |
| Signature of Immediate Supervisor |                         | Date |

**This section for use by Human Resources**  
The following types of Leave require prior approval

|   |  |
|---|--|
| <p>Leave Without Pay<br/>Family and Medical Leave</p> | <p>Voluntary Shared Leave<br/>Worker's Compensation Leave<br/>Disability</p> |
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