



Employee Leave Form

All Leave Forms Need To Be Turned In By The 15th of Each Month To Be Processed In that Month. Any Form After The 15th Will Be Processed The Following Month.

Employee Information

Employee Name: _____

Department: _____

Submission Date: _____ Supervisor: _____

Pay Frequency: Monthly Bi-Weekly

| Type of Leave Requested | Hours Taken | Leave Dates |
|---|-------------|-------------|
| Annual Leave | | |
| Sick | | |
| Funeral Leave | | |
| Personal Days (AFSCME Union Agreement CSUSA, & Non-Bargaining) | | |
| Administrative Leave | | |
| Compensation | | |
| Leave Without Pay (LWOP) | | |

FMLA Hours

(Employee taking FMLA hours must submit their leave forms directly to Human Resources, after obtaining the supervisory signature.)

FMLA Leave

Choose leave balance FMLA should be deducted from:

| | | |
|--|--|--|
| Sick | | |
| Annual Leave | | |
| Leave Without Pay (LWOP) | | |
| Personal Days (AFSCME Union Agreement, CSUSA, & Non-Bargaining) | | |

Signatures

Employee Signature: _____

Immediate Supervisor: Approved Denied Date

Immediate Supervisor Date



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Administrative Leave:

Administrative Leave is defined as a situation when an employee is temporarily relieved of his or her normal responsibilities and is required to remain at home during regular work hours. During Administrative Leave employees may and may not continue to receive regular pay and benefits.

Annual Leave:

Annual Leave refers to vacation time. Vacation is defined as leisure time away from work devoted to rest, pleasure, or personal affairs. It accrues while an individual is in active pay status and may be used with appropriate approvals. Vacation accrual varies by employee classification. For additional information regarding employee leave accruals please review [AFSCME Union Agreement](#), [CSUSA Union Agreement](#), [AAUP Union Agreement](#) (**Faculty DO NOT** accrue vacation), and HR Policy 603 & Procedure 603.1.

Compensation Time:

Compensatory time is defined as time off with pay that is granted in lieu of overtime pay for authorized overtime. For additional information regarding Compensation Time review [AFSCME Union Agreement](#), and [CSUSA Union Agreement](#).

Court Leave:

Employees who have completed their probationary period and are needed for court services will be excused from work when those hours conflict with work hours. For additional information regarding Funeral Leave review [AFSCME Union Agreement](#), [CSUSA Union Agreement](#), [AAUP Union Agreement](#), and HR Policy 621.

FMLA Leave:

[Family Medical Leave Act \(FMLA\)](#) allows an employee to use leave for take care of themselves, spouse, parent, or child during a medical emergency or child birth/adoption. Upon approval of [Family Medical Leave Act \(FMLA\)](#) request, employees will be required to complete this section of the leave form. For additional information regarding FMLA review HR [Policy 605](#) & [Procedure 605.1](#).

Funeral Leave:

Employees shall be granted up to three (3) working days for the death of an immediate family member. Immediate family members include father, mother, sister, brother, wife, husband, child, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandson, granddaughter, father-in-law, mother-in-law, and all other relatives residing in the same household. Managers/Supervisors should verify. For additional information regarding Funeral Leave review [AFSCME Union Agreement](#), [AAUP Union Agreement](#), [CSUSA Union Agreement](#), and HR [Policy 622](#).

Sick Leave:

Sick leave is defined as an absence from work permitted because of illness or other health related issues. It accrues while an individual is in active pay status and may be used from the date of employment with appropriate approval. Sick leave accrual varies by employee classification. For additional information regarding employee leave accruals please review [AFSCME Union Agreement](#), [CSUSA Union Agreement](#), [AAUP Union Agreement](#), and HR [Policy 620](#) & [Procedure 620.1](#).

Personal Leave:

Bargaining and Non-Bargaining Unit employees are entitled to two (2) paid personal leave annually, subject to the approval of the employee's immediate supervisor. This approval shall not be unreasonably denied. Such leave is not cumulative and cannot be carried over. No pay in leu of unused leave shall be paid to an employee at termination. Non Bargaining will receive Personal Leave effective July 1, 2024.