



Request for Leave of Absence

PLEASE COMPLETE AND SUBMIT THIS FORM TO HUMAN RESOURCES 30 DAYS IN ADVANCE OF LEAVE WHEN FORESEEABLE.

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

Telephone Number: _____ HOME CELL

Email: _____ Employee ID #: _____

LEAVE INFORMATION	
<input type="checkbox"/> This is a new request	<input type="checkbox"/> This is an update to an existing request
Requested Start Date: _____	Extension Return Date: _____
Anticipated Return Date: _____	

TYPE OF LEAVE	
<input type="checkbox"/> Continuous Leave	<input type="checkbox"/> Intermittent

LEAVE REQUEST

Please indicate the type of leave you are applying for by checking ONE box below. Please contact HR with any questions.

Note: Appropriate leave documentation must be properly completed and returned before leave is officially approved or disapproved.

FMLA LEAVES Personnel Policy 4-7:

FMLA - Eligible employees may qualify for FMLA leave for one of the following reasons.

A serious health condition that renders the employee unable to perform the functions of the employee's job

The birth and care of a newborn child of the employee.

The placement with the employee of a child for adoption or foster care.

To care for the employee's child(ren), spouse or parent with a serious health condition.

Any qualifying exigency related to the active duty or call to active duty of a covered military member.

To care for a covered service member of the Armed Forces with a serious injury or illness.

OTHER LEAVES:

ADMINISTRATIVE LEAVE (MEDICAL) Personnel Policy 4-8-2

ADMINISTRATIVE LEAVE (NON-MEDICAL) Personnel Policy 4-8-3

MILITARY LEAVE Personnel Policy 4-5



Request for Leave of Absence (continued)

EMPLOYEE REQUIREMENTS & INFORMATION

- You will be required to use all accrued paid leave balances while you are on leave, except that an employee may choose to retain a sick or MTO leave balance of up to 40 hours (with the exception of Non-Medical Leaves).
- Health insurance premium responsibilities are as follows:
 - FMLA: An employee who is on FMLA leave shall continue to pay his or her share of any group health plan insurance premiums through payroll deductions or through billing if FMLA leave is unpaid. Personnel Policy 4-7-15.
 - Administrative Leave: An employee who is on paid administrative leave via the use of accrued leave balances shall continue to pay his or her share of any group health plan and other insurance premiums through payroll deductions. Personnel Policy 4-8-6-A.
 - Unpaid Administrative Leave: An employee who is on unpaid administrative leave must pay both the employee's and the Town's share of any group health plan and other insurance premiums in order to maintain coverage. Personnel Policy 4-8-6-B
- For medical leave, you will be required to furnish a certification of fitness to return to work prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.
- If you fail to report to work at the conclusion of the leave period as stated above and you have not submitted a written request for an extension, you will be considered to have resigned and your employment will be terminated.
- Leave Donations may be available to you (all accrued leave balances must be exhausted). To request a Leave Donation follow the procedure outlined in Personnel Policy 4-9.

Solicitation of leave donations is not permitted.

REQUEST/ACKNOWLEDGEMENT

Employee Signature: _____ Date: _____

HR USE ONLY

Appropriate Documentation/Certification on File: YES NO

Notification of Leave: Department Employee Payroll

Leave: Approved Denied Eligible for Parental Paid Time Off: YES NO

Military Leave (PAF required): Eligible for Short Term Disability: YES NO

Worker's Compensation: SBP (PAF required):



Request for Leave of Absence

Re: Leave of Absence

To request a Leave of Absence refer to the following Guidelines and Policies as outlined:

- Submit the Request for Leave of Absence to HR as soon as foreseeable.
- Notify your Supervisor of the Leave Request.
- Once the Request for Leave of Absence has been submitted HR will follow up regarding any requirements, or supporting documentation needed to determine the eligibility status of the Leave request.
- If you are on a continuous leave and eligible for short term disability benefits, contact payroll to coordinate time entry. All other leaves including continuous or intermittent, report your hours in Munis Self-Service.

For details regarding Leave of Absence see the following policies:

- FMLA LEAVE Personnel Policy 4-7.
- ADMINISTRATIVE LEAVE (MEDICAL) Personnel Policy 4-8-2.
- ADMINISTRATIVE LEAVE (NON-MEDICAL) Personnel Policy 4-8-3.
- MILITARY LEAVE Personnel Policy 4-5.
- PARENTAL PAID TIME OFF Personnel Policy 4-16

Additional information, details and the forms can be found on the Employee Portal at <http://www.maranaaz.gov/employee-portal>.