



**LEAVE REQUEST
AND AUTHORIZATION**

Name: _____ **Date Submitted:** _____
Last First Middle (complete) MM/DD/YY

ID No.: _____ **Department/Division:** _____ **Extension:** _____

Address where you can be reached in an emergency:

Address: _____
Street City State Zip Code

Telephone no. where you can be reached in an emergency: _____

Leave begin date/time: _____ **Leave end (through) date/time:** _____
(Ex.: 02/12/13 8:00 a.m.) (Ex.: 02/13/13 4:30 p.m.)

| Type of leave requested: | Number of leave hours requested: | | |
|--------------------------|----------------------------------|--------|--|
| | Paid | Unpaid | |
| Sick | | | See Note (1). |
| Vacation | | | See Note (2). |
| Personal | | | Four days (30 hours maximum) per fiscal year deducted from sick leave balance. |
| FMLA | | | Must be approved through Human Resources. See Note (3). |
| Jury Duty | | | Court summons must be attached. |
| Military | | | Copy of orders for training or active military service must be attached. |
| Other | | | Indicate type below in remarks area. |

Remarks: _____

Employee Signature: _____

Supervisor Signature: _____ **Date:** _____

Notes:

(1) Sick leave may be taken by an eligible employee who is unable to perform their duties at CF because of personal sickness, accident disability, doctor's appointment, extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child or other close relative, or a member of the employee's own household. For the purpose of this policy, close relative shall include relatives of the employee's spouse.

For faculty members teaching credit courses. Sick leave shall be deducted at a rate of 1.4 hours for each hour of scheduled class hours, contact hours and/or scheduled office hour of absence.

For faculty members teaching vocational clock hour courses, one hour of sick leave shall be deducted for each hour of classroom contact or scheduled office hour of absence.

(2) An employee may earn and accrue vacation leave while on probation pending board appointment but shall not use vacation leave during this probationary period unless approved by the president.

(3) Family and Medical Leave will run concurrently with paid Sick Leave and/or Vacation Leave.