



Division of Human Resources
Application for Leave

L2: \_\_\_\_\_ Date: \_\_\_\_\_
Employee ID No. \_\_\_\_\_ Job Title: \_\_\_\_\_
Employee Name: \_\_\_\_\_ Work Location No.: \_\_\_\_\_

Vacation Leave (Requires worksite approval only)

I hereby apply for vacation leave on the follow date(s): \_\_\_\_\_
Total number of days: \_\_\_\_\_ and Total number of work hours: \_\_\_\_\_

Sick Leave [Paid] (Requires worksite approval only)

Please consider my application for approved leave. Date(s) of absence: \_\_\_\_\_
Sick: \_\_\_\_\_ Personal: \_\_\_\_\_ Maternity: \_\_\_\_\_
Total number of days: \_\_\_\_\_ and Total number of work hours: \_\_\_\_\_

Temporary Duty Elsewhere [TDE] (Requires budget location approval)

I hereby apply for leave to begin \_\_\_\_\_ through \_\_\_\_\_
Total number of days: \_\_\_\_\_ and Total number of work hours: \_\_\_\_\_
Assignment to: \_\_\_\_\_
Purpose or reason: \_\_\_\_\_

Expenses requested: Yes [ ] No [ ] If yes, specify source of funds: \_\_\_\_\_

Substitute requested: Yes [ ] No [ ] If yes, specify source of funds: \_\_\_\_\_

Miscellaneous Leave (Requires District or Board approval)

(Employee may be responsible for the cost of insurance. Contact Benefits Office for questions)

Unpaid

- 40 [ ] Personal Leave
41 [ ] Professional Leave
45 [ ] Illness
46 [ ] Maternity Leave
47 [ ] Child Rearing
49 [ ] Family Medical Leave Act
50 [ ] Administrative Leave without Pay
51 [ ] Military (attach official papers)
52 [ ] Suspension without Pay
58 [ ] Other (specify) \_\_\_\_\_

Paid

- 60 [ ] Administrative Leave with Pay
61 [ ] Sabbatical
62 [ ] ACEA (forward to Executive Dir. for Human Resources)
63 [ ] Military (attach official papers)
64 [ ] Court (see policy - attach subpoena)
68 [ ] Other (specify) \_\_\_\_\_

I hereby apply for leave to begin \_\_\_\_\_ through \_\_\_\_\_
Total number of days: \_\_\_\_\_ and Total number of work hours: \_\_\_\_\_

Employee Signature
Principal/Supervisor Print
Principal/Supervisor Signature

Human Resources Use - Entered: \_\_\_\_\_
Federal or Department Head (if applicable)
Executive Director of Human Resources / Designee