

EMPLOYEE INFORMATION						
EMPLOYEE NAME:			EMPLOYEE NO.:	HIRE DATE.:		
	Last	First MI		MM/YY		
EMPLOYEE STATUS:	FULL-TIME	PART-TIME				
FLSA STATUS:	EXEMPT	NON-EXEMPT				

## LEAVE REQUEST

I THE UNDERSIGNED EMPLOYEE DO HEREBY REQUEST USE OF THE FOLLOWING LEAVE:

DENIED

FORM OF LEAVE	LEAVE HOURS BEGINNING BALANCE <sup>†</sup>	TOTAL LEAVE HOURS REQUESTED	LEAVE HOURS BALANCE REMAINING	DATE LEAVE BEGINS (MM/DD/YY)	DATE OF RETURN TO WORK (MM/DD/YY)	REASON FOR LEAVE	
PAID TIME OFF (PTO)							
SICK LEAVE (SL)							
COMPENSATORY TIME (CT)							
JURY LEAVE*							
FAMILY MEDICAL LEAVE ACT (FMLA)*							
<ul> <li><sup>†</sup> Balance should reflect any previous approved Leave hours taken during this month</li> <li>* Must be approved by County Administrator or his/her Designee for all employees</li> </ul>							

EMPLOYEE SIGNATURE

Signature of Employee

DATE SUBMITTED:

П	EGD	OGIT		DEO	UEST
-	LOF			NL G	

THIS ABOVE REQUEST IS: APPROVED
REASON FOR DENIAL:

DATE:

Initials - Dept Director/Co Admin or his/her Designee

# GENERAL INFORMATION

#### P.T.O. Leave and Compensatory Time

P.T.O. Leave and Compensatory Time (Comp Time) requests of no more than 2 successive working days must be submitted to the employee's Department Director/County Administrator or his/her Designee at least 24 hours in advance of the date the leave is requested. Generally, use of Compensatory Time limited to no more than 3 successive working days in any 14 calendar day period will be approved unless the employee's absence will unduly disrupt County operations.

P.T.O. Leave requests in excess of 2 successive working days but less than 5 successive working days must be submitted at least 3 working days in advance of the date the leave is requested. P.T.O. Leave requests of 5 successive working days or more must be submitted at least 5 successive working days in advance of the date the leave is requested.

### Sick Leave

Where the use of Sick Leave is known in advance, employees shall generally follow the policies for use of P.T.O. Leave above. When use of leave cannot be approved in advance, this Request for Use of Leave form shall be submitted for approval within 2 working days of an employee's return to work.

#### Jury Leave and fmla Leave

Requests for Jury Leave and FMLA Leave must be submitted to the County Administrator or his/her Designee. Where use of such leave is known in advance, employees shall generally follow the policies for use of P.T.O. Leave above. When use of leave cannot be approved in advance, this form shall be submitted to the County Administrator or his/her Designee within 2 working days of an employee's return to work. Employees are urged to review the relevant sections of the County Human Resources Policy Manual prior to submitting requests for Jury Leave and FMLA Leave