



# Department of Human Resources Leave Request

Employee Name			
Department			
Total number of days		Total number of hours (Hourly employees only)	
Beginning at (AM PM) (Use only if not full day)		Ending at (AM PM) (Use only if not full day)	
Beginning date		Ending date	

LEAVE TYPE – PLEASE CHECK ONE		
<input type="checkbox"/> Annual/General Leave <sup>1</sup>	<input type="checkbox"/> Jury Duty	<input type="checkbox"/> Sick Leave <sup>1</sup>
<input type="checkbox"/> Comp Time	<input type="checkbox"/> Bereavement Leave	<input type="checkbox"/> Occupational Leave <sup>1</sup>
<input type="checkbox"/> Floating Holiday Leave	<input type="checkbox"/> Other - Explain:	
<input type="checkbox"/> LWOP (City Manager Approval)		
<p><b><sup>1</sup>Leave Designations – please select all that apply, multiple leave designations may apply. Please contact your supervisor or the Department of Human Resources with any questions.</b></p> <p><input type="checkbox"/> FMLA/CFRA – If the leave is qualified or may qualify under FMLA/CFRA, please contact our Absence Management Coordinator at 866-756-8116 to apply.</p> <p><input type="checkbox"/> Protected Sick Leave – Up to ½ accrued annual/general or sick leave (employees with both annual and sick leave accruals may only use sick leave for this designation) may qualify for the care of self, parent, child, registered domestic partner, parent-in-law, sibling, grandchild or grandparent.</p> <p><input type="checkbox"/> Occupational Leave (work-related injuries) - Occupational leave applies to accepted claims only. A doctor's note or other confirmation for appointments scheduled during regular working hours <u>must</u> be provided.</p>		

_____ Employee Signature	_____ Date	
_____ Supervisor Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Department Head Signature	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ City Manager Signature (as required)	_____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

**COMMENTS:** \_\_\_\_\_