



HR, Employee Development & Payroll
 Suite G12, One Mountwest Way, Huntington, WV 25701
 Phone: 304-710-3501 Fax: 304-710-3505

LEAVE REQUEST FORM

Use this form to request leave. Leave is recorded in quarter hour units. Fifteen minutes equals .25 hour. For requests for a whole day or multiple whole days, enter the "From" date and the "To" date. For less than whole-day requests, enter the time and date leave is to begin and end.

IMPORTANT NOTE: LEAVE CANNOT BE TAKEN UNTIL ACCRUED. AFTER THE LEAVE HEREIN REQUESTED IS TAKEN, YOU CANNOT HAVE LESS THAN A ZERO BALANCE FOR THIS TYPE OF LEAVE. EMPLOYEES KNOWINGLY TAKING LEAVE THAT IS NOT SUPPORTED BY A SUFFICIENT ACCRUAL OF THAT TYPE OF LEAVE MAY BE SUBJECT TO DISCIPLINARY ACTION. IF YOU HAVE QUESTIONS ABOUT YOUR LEAVE BALANCE, YOU MAY CONTACT HUMAN RESOURCES & EMPLOYEE DEVELOPMENT.

Name			
Date	I request leave of the type checked below for the period indicated.		
From		To	
Total Hours Requested			
Remarks			
<i>Check type of leave requested</i>			
<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	Compensatory Time
<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	Military Leave (copy of orders attached)
<input type="checkbox"/>	<i>RESERVED FOR FUTURE USE</i>	<input type="checkbox"/>	Witness/Jury leave (copy of summons or certificate of attendance attached)
<input type="checkbox"/>	Approved FMLA Leave (as determined by HR, Employee Development & Payroll)		
<i>I hereby certify that to the best of my belief and knowledge I have sufficient leave accrued of the type herein requested to cover the absence requested above.</i>			
Employee's Signature			
Authorized Approver's Signature			
Date Approved			

NOTES

1. Elective leave such as annual leave should be requested in advance whenever possible.
2. This form may be completed upon return to work for unplanned sick leave usage. The employing department may require a physician's certificate for absence due to sick leave.
3. Compensatory leave is available only to Fair Labor Standards Act (FLSA) non-exempt employees. However, an exempt employee required to work on any designated College holiday is eligible for compensatory time off on an hour-for-hour basis.
4. Military leave must be requested in advance and must be accompanied by a copy of orders. A copy of requests for military leave with orders attached must be sent to Human Resources & Employee Development.
5. Witness/jury leave must be requested in advance and must include a copy of the jury or witness summons. Alternatively jury leave may be vouched for after the fact by copy of a certificate of service from the court clerk. Witness leave is not available when the employee is a plaintiff and voluntarily appears in court.

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