



## Human Resource Services

# REQUEST FOR LEAVE

### Instructions

All employees requesting a leave of absence must complete this form and submit it for approval.

1. Complete the Employee Section in detail and submit the form to your immediate supervisor.
2. Leaves of absence require Governing Board approval. Therefore, submit the request **at least two (2) weeks in advance** to allow time for routing and placement on the Board Agenda.
3. Family leave may provide up to twelve (12) work weeks of unpaid leave. Family leave runs concurrently with the use of accrued sick leave and any other paid leave. Exception: Maternity Leave.
4. Faculty are required to notify the Assistant Superintendent/Vice President for Instruction in writing **no later than November 15<sup>th</sup> of the Fall Semester or March 15<sup>th</sup> of the Spring Semester**, whichever is the concluding semester of the leave, of his/her intention to terminate employment.
5. Employee rights remain in force during a leave of absence and the position on the salary schedule remains constant.
6. ***Failure to return at the expiration of the leave will be considered voluntary resignation.***

Disapproval at the Division or Executive Administration level will terminate the leave request. However, both an approval and disapproval must be forwarded to Human Resources Services for further review. Human Resource Services will review for legal compliance and place the leave request on the Governing Board Agenda, if appropriate.

