Request Date

Name       ID

Title

Department

Hire Date       Employment Status:  Full-time  Part-time  Temporary

Leave to start       Expected Return Date

Reason:\*  Personal (explain below)  Jury Duty

Other (explain below)  Military

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| --- | --- |
| Details: |  |

*\*All requests for leave must be accompanied by the appropriate documentation.*

Have you ever taken a leave of absence during your employment with Messiah University prior to this request?  Yes  No

If yes, when and please explain:

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I make this request for a leave of absence with the full understanding of the [Personal Leave of Absence Policy](https://messiah-employee.policystat.com/policy/7884030/latest/).

I also understand that if I do not return to work on the above date or contact the Human Resources Office, or my Supervisor, I will have forfeited my employment at the University.

Employee Signature: Date

**Leave Approval**

Supervisor/Manager: Date

VP/Provost: Date

VP of HR: Date

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| **Payroll Instructions**  With pay from to  Without pay from to  Comments: |

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| Copy:  Payroll  Supervisor  Employee  Human Resources |