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

|  |  |
| --- | --- |
| 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:  |

|  |
| --- |
| Copy: [ ]  Payroll [ ]  Supervisor [ ]  Employee [ ]  Human Resources |