

**Personal/Vacation Leave Request Form**

Three (3) days (prorated based on FTE) of Personal Leave is granted to bargaining unit members at the beginning of each Fiscal Year (July1-June 30). Personal Leave is to be used for personal matters that require an employee’s absence from work. Personal leave may not be used for recreation, Union business, in connection with a second business or income, or on days before or after holidays or vacation periods (except in emergency situations). Personal Leave use is contingent upon approval from the employee's supervisor before leave is taken.

For additional information regarding the contractual provisions covering Leaves, please review the information in the appropriate collective bargaining agreement.

NWEA (licensed staff) – Article 8, Section C

OSEA (classified and Classified/licensed staff) – Article 13.3

**TO REQUEST PERSONAL or VACATION LEAVE**

To request personal or vacation leave, please complete the Personal/Vacation Leave Request Form and forward it to your supervisor.

Employee ID: **Click here to enter text.** Employee Name: **Click here to enter text.**

Supervisor: **Choose an item**. Date(s) of Requested Leave: **Click here to enter text.**

Total Hours: **Click here to enter text.** Type of Leave Requested: **Click here to enter text.**

I have reviewed the contractual provisions covering leaves in my Collective Bargaining Agreement and I confirm that this request is within those provisions.

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Employee’s Signature Date

Supervisor’s Signature

The above request is [ ]  Approved [ ]  Denied

Additional information for the employee:

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Supervisor’s Signature Date