Leave of Absence Application

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rev. 02/03/2022 by LB

Instructions – Employee: Complete and attach any required documentation. Make a copy of this form and any required documentation. Sign the original, keep the copies and forward the original(s) to Human Resource Services.

EMPLOYEE INFORMATION			
Name	Employee ID		Date
Home Address	City	State	Zip
Home Phone (Cell Phone	School/Dep	artment
Requested Leave Begin Date	Anticipated End Date of Leave		
TYPE OF LEAVE REQUESTED (MARK AL Sick Leave Bank (Attach Certification of Hea	-		
Extended Leave/Long term Leave –up to 60 calendar days. (Attach Certification of Health Care Provider form).			
FMLA –Family and Medical Leave Act (Attack exigency or military caregiver leave).	າ Certification of Health Care Pr	ovider form or oth	er FMLA forms if for a military
Extended Leave/Long Term Leave 61 to 180 calendar days (Attach Certification of Health Care Provider form).			
Extended Leave/Long Term Leave -181 to 365 calendar days —UNPAID only (Attach Certification of Health Care Provider form or a written statement explaining the reason for the leave request). (Written Agreement 8.4)			
Sabbatical Leave (Written Agreement 8.6 Sabbatical)	(Attach written proposal desc	cribing in detail the	e activity proposed during the
Renewal Leave (Written Agreement 8.7)	(Attach written proposal descri	bing in detail the a	activity proposed)
Other:			
EMPLOYEE SIGNATURE: I understand it i that can be used per negotiated agreement	, , , , , , ,		the limited amounts of leave Date:
TO BE COMPLETED BY HUMAN RESOU Approved as submitted:	RCE SERVICES		vate:
Approved with these modifications:			Pate: ————————————————————————————————————
Denied because:			Pate: ————
Other:		Da	ate:

Human Resource Services

440 East 100 South, Salt Lake City, Utah 84111 | www.slcschools.org | Phone: 801.578.8340 | Fax: 801.578.8598

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to Rights, Denvey, CQ, (303) 844-569 Shandle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights.