Leave of Absence Application



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	partment
Requested Leave Begin Date		Anticipated End Date of Leave		

TYPE OF LEAVE REQUESTED (MARK ALL THAT APPLY):
Sick Leave Bank (Attach Certification of Health Care Provider form)
PPL – Paid Parental Leave
Extended Leave/Long term Leave –up to 60 calendar days. (Attach Certification of Health Care Provider form).
FMLA – Family and Medical Leave Act (Attach Certification of Health Care Provider form or other FMLA forms if for a military exigency or military caregiver leave).
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) (Attach written proposal describing in detail the activity proposed during the Sabbatical)
Renewal Leave (Written Agreement 8.7) (Attach written proposal describing in detail the activity proposed)
Other:

EMPLOYEE SIGNATURE: I understand it is my responsibility to know my leave balances and the limited amounts of leave that can be used per negotiated agreements and/or district policy. Date:

TO BE COMPLETED BY HUMAN RESOURCE SERVICES

Approved as submitted:	Date:
Approved with these modifications:	Date:
Denied because:	Date:
Other:	Date:

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Human Resource Services

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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 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 program or activity on the basis of age, color, disability, gender, gender identity, distrit 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, Derver, CD, (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.