LEAVE REQUEST FOR UNPAID DAYS

USER INSTRUCTIONS

Form purpose: This form is to notify Human Resources Department that you are requesting to take unpaid leave. In accordance with the Administrative Rule regarding Attendance Expectations, (http://www.4j.lane.edu/wp-content/uploads/2014/08/Administrative-Rule-on-Attendance.pdf) "An employee may not take an unpaid day off without the advanced written approval of his or her supervisor **and** Human Resources director or designee." Requests must be submitted no less than 48 hours before a known absence. If the unpaid day is related to illness, the request must be sent within three work days upon return to work.

ALL ABSENCES GREATER THAN 5 CONSECUTIVE DAYS MUST BE REQUESTED BY SUBMITTING A LEAVE OF ABSENCE REQUEST PACKET Go to: http://www.4j.lane.edu/hr/loa/

Where to submit this form: Submit this completed form via email to HR_Leaves@4j.lane.edu **or** fax to (541) 790-7680. Inquiries, call (541) 790-7670.

Instructions:
1. Fill out this request form completely.
2. Send it to your administrator or supervisor for review/support/signature.
3. Administrator or supervisor sends the form to the appropriate Director or Department Lead for approval and signature.
4. Completed form needs to be submitted via email, fax or district mail.

PERSONAL INFORMATION (Required)

Employee Name:	Employee ID Number:

Classified: ☐   Licensed: ☐   MAPS: ☐

Position & FTE (hours worked):

Hire Date:

Day(s)/Time(s) Requested:

Reason for Leave Request (please be specific or your leave may be denied):

Employee Signature:	Date:

ADMINISTRATOR OR SUPERVISOR

First Approver Administrator or Supervisor Name:	Administrator or Supervisor Signature:	Date:
I support this unpaid day(s) request. Yes No		
Second Approver Director or Department Lead Name:	Administrator or Supervisor Signature:	Date:
I support this unpaid day(s) request. Yes No		

HUMAN RESOURCES USE ONLY

Date Processed:

Approved: ☐   Yes   ☐   No

Leave Administrator (Print Name): _____   Signature: _____   Date: _____

Updated: 12/05/2022