|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leave of Absence Form** | | | | | | | | | | |
|  | | | | | | | | | | |
| Employee Name: | | |  | | | | | | | |
| Employee #: | | |  | | | | | | | |
| Position: | | |  | | | | | | | |
| Department: | | |  | | | | | | | |
|  | | |  | | | | | | | |
|  | Hours | |  | Half Day |  | | Full Day | Total number of requested days: | | |
|  | | | | | | | | |  |  |
| **Reason for Time Off** | | | | | | | | | **Starting Date** | **End Date** |
|  | Vacation Leave | | | | | | | |  |  |
|  | Sick Leave | | | | | | | |  |  |
|  | Personal Leave | | | | | | | |  |  |
|  | Family Leave | | | | | | | |  |  |
|  | Parental Leave (Maternal/Paternal Leave) | | | | | | | |  |  |
|  | Bereavement Leave | | | | | | | |  |  |
|  | Sabbatical Leave | | | | | | | |  |  |
|  | Military Leave | | | | | | | |  |  |
|  | Jury Duty Leave | | | | | | | |  |  |
|  | Compensatory Leave / Time Off in Lieu (TOIL) | | | | | | | |  |  |
|  | Volunteer Time Off (VTO) | | | | | | | |  |  |
|  | Other | | | | | | | |  |  |
|  | |  | | | | | | | | |
| **Notes:** | | | | | | | | | | |
| [1] | |  | | | | | | | | |
| [2] | |  | | | | | | | | |
|  | | | | | | | | | | |
| **To Be Completed By The Company:** | | | | | | | | | | |
| Manager Approval: | | | | Approved | | Rejected | | | | |
| Manager Signature: | | | |  | | | | | Date: | |

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AI-generated content may be incorrect.](https://www.generalblue.com/)