

The University of Scranton Personal Leave of Absence Request

Part A: Employee Information:

Employee Name: _____ RoyallID: _____

Supervisor: _____ Department/Division: _____

Employee Phone: _____ Employee Phone (alternate): _____

Employee Classification (check one): _____ Exempt _____ Non Exempt

Personal leave is unpaid. Accumulated sick, personal and/or vacation time may be used, as appropriate, during an approved personal leave.

*Staff may be granted permission to work part time while on personal leave, with the approval of their supervisor and Human Resources. **If working part time during Personal Leave:***

***For non-Exempt staff:** Timecards must reflect number of hours worked and paid time off used, if any.*

***For Exempt staff:** Paid time off used, if any, must be entered into electronic time system. Number of hours unpaid must be reported to Human Resources by email at HR@Scranton NO LATER THAN 10:00 AM each Friday of every week during the leave.*

Part B: Request Information:

Reason for Request:

Amount of Leave Requested (number of day/weeks):

_____ days (or) _____ weeks

Beginning Date of Leave (Estimate if Necessary):

Ending Date of Leave (Estimate if Necessary):

Use of Accrued Paid Time Off:

Do you plan on using accrued personal or vacation time in conjunction with this personal leave request?

Yes No

_____ days (or) _____ weeks

Employee Name (print) _____ Employee Signature _____

Date _____

The supervisor must review the request, determining whether the request is possible given the needs of the department. If the request is approved by the supervisor, the request is forwarded to the staff member's department head (if not the supervisor) for review and approval. If the request is approved by the department head, it is then forwarded to the divisional vice president for review and approval.

- a. If the request is approved at all levels, it is submitted to the Office of Human Resources for final review and approval, in consultation with the divisional vice president.
- b. If the request is not approved at the supervisor, department head, or divisional vice president level, the declined request is to be returned to the employee, with a copy submitted to Human Resources

Approvals for Personal Leave of Absence:

Supervisor Signature	Approve	Disapprove	Date
Divisional Vice President	Approve	Disapprove	Date
Human Resources	Approve	Disapprove	Date

Approvals for Use of Accrued Paid Time Off:

Supervisor Signature	Approve	Disapprove	Date
Divisional Vice President	Approve	Disapprove	Date
Human Resources	Approve	Disapprove	Date