

Leave Request Form

The Leave Request Form is used by regular staff, including research professionals, to request leave in accordance with University policy. Certain types of leave require prior notification and approval of supervisory staff and/or the Division of Human Resource. Leave must be requested and taken in increments of no less than 1 hour for regular full-time staff. The general leave eligibility/criteria below is intended to provide assistance to both staff and supervisors in defining the types of leave available. For detailed information regarding the administration of leave, consult the Supervisor's Guide at <http://www.gwu.edu/hr/manual> and/or the Employee Handbook at <http://www.gwu.edu/hr/handbook>

Employee Name: _____ Today's Date _____

Department/Unit Name _____ Total Leave Available: _____ Annual _____ Sick _____

Leave Type	General Eligibility Criteria	Date(s) Requested	Hours Requested Days Requested
Annual	Employee not in introductory employment period and has accrued/advanced annual leave available. When used for court appearance documentation will be required.		
Sick	May be used for absences due to illness or medical treatment or medical care of a child, spouse, domestic partner, stepchild, foster child or dependent. Employee must have accrued sick leave. Cannot be taken in advance of accrual.		
Bereavement	Up to 3 days of paid leave available upon the death of a spouse, domestic partner, child, stepchild, parent, grandparent, sister, brother, mother-in-law, father-in-law, son-in-law, or daughter-in-law.		
Birthday	1 day of paid leave for employees having completed 10 or more years of regular service. Must be taken within 10 days before or after the birth date.		
Family & Medical Leave (FMLA)	Request for paid/unpaid leave FMLA must be forwarded to and approved by Employee Benefits Administration.		
Jury Duty	Employee summoned to jury duty. Documentation of the summons must be provided to the supervisor.		
Leave of Absence	A leave of absence is unpaid and is used for periods when other leave has been exhausted. LOA in excess of 10 workdays, but less than 90 days must be approved by a Vice President or Dean. Requests of 90 days or more require Vice President/Dean and Benefits Administration.		
Maternity Leave	Leave for medical disability resulting from childbirth or related medical conditions. Accrued sick leave may be applied to this type of leave. May also be covered under FMLA.		
Military Duty	Unpaid leave for employees leaving regular positions voluntarily or involuntarily to perform military duty, including reserve duty. Consult Benefits Administration for treatment of exempt staff requesting unpaid military duty leave.		
Parental	Unpaid leave of up to 24 hours during any 12 -month period for a parent, guardian, custodian, aunt, uncle, grandparent, or spouse to attend or participate in school related events for their child. Annual leave may also apply to this type of leave. Consult Benefits Administration for treatment of exempt staff requesting unpaid parental leave.		
Temporary Disability	Unpaid leave up to 90 calendar days for employees physically or mentally unable to work. Leave requests of periods in excess of 30 days require Benefits Administration approval.		
Other			

Is Required Documentation Attached: (if required) _____ Y _____ N

Comments:

This request for leave was: _____ approved _____ not approved by _____ on _____

(Supervisor's Signature)

(Date)