



APPLICATION FOR LEAVE

<b>NAME:</b>	
<b>WORK UNIT/SECTION:</b>	<b>DIVISION:</b>
<b>I AM MAKING APPLICATION FOR THE FOLLOWING LEAVE WITH PAY:</b>	
_____ Hours Annual	_____ Hours Sick
_____ Hours Annual (exhaustion of SL)	_____ Hours Sick (Imm. Family)
_____ Hours Military	_____ Hours Sick (Death in Imm. Family)
_____ Hours Witness/Jury Service	_____ Hours Grievance Prep/Hearing
<b>I AM MAKING APPLICATION FOR THE FOLLOWING LEAVE WITHOUT PAY:</b>	
Personal Without Pay	Military Without Pay
I understand that if I do not return at the expiration of an approved leave of absence, my employment may be terminated, unless an extension has been approved in advance.	
<b>PERIOD OF LEAVE:</b>	
FROM	Date: _____ X A.M. X P.M.
TO	Date: _____ X A.M. X P.M.
<b>EMPLOYEE SIGNATURE:</b>	<b>APPLICATION DATE:</b>
<input type="checkbox"/> Approved	<b>IMMEDIATE SUPERVISOR SIGNATURE and DATE:</b>
<input type="checkbox"/> Disapproved	_____
<input type="checkbox"/> Approved	<b>AGENCY-AUTHORIZED SIGNATURE and DATE:</b>
<input type="checkbox"/> Disapproved	_____
<b>REMARKS</b> (In addition to any pertinent remarks, please also use this space to note relationship if using sick leave for a family member's illness, dental/medical appointment, or death):	
<ul style="list-style-type: none"> <li>• A Physician's/Practitioner's Statement is required after 3 consecutive working days of sick leave.</li> <li>• Sick leave used for immediate family members is limited to 80 hours per calendar year.</li> <li>• A maximum of 3 days of sick leave may be used for each occurrence of a death in the employee's immediate family. Consists of parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-siblings, stepchildren, foster children, individuals in an in loco parentis relationship and individuals in a legal guardianship relationship.</li> <li>• When witness/jury service leave or military leave is used, you must submit copies of the appropriate subpoena, summons, or military orders, according to WVMA rules and policies.</li> <li>• An official order from the appropriate military officer must be attached when requesting a military leave of absence without pay.</li> </ul>	