



Leave of Absence Request Form

An employee requesting time off with or without pay for more than 15 working days must submit an approved and complete Leave of Absence Request Form to UAS HR at least two working days prior to the start of the leave. If the leave request exceeds 90 calendar days, UAS Executive Director must also approve. If additional time off is required after the 90 days, a new form must be submitted. Failure to submit a new form may be cause for termination of employment.

☐ Corporate ☐ Agency ☐ Contracts & Grants

Hire Date : _____

Full Name : _____ Mobile Phone: _____

Home Address (City, State, Zip) : _____ Department: _____

Direct Supervisor: _____ Job Title: _____

Requested leave dates (mm/dd/yy): _____ to _____

Reason for the leave of absence:

Employee Signature: _____ Date : _____

	Fund	Organization	Account	Project ID	Program
Current Status					
New Status					

Supervisor Signature: _____

Date : _____

UAS Executive Director

Date

HR Approval

Date