



Request for Limited Personal Leave

Please refer to your Collective Bargaining Agreements for additional language around leaves.

STEP 1: PRE-APPROVAL REQUIRED

Classified Employee Request

Collective Bargaining Agreements – Limited Personal Leave

Please refer to: PSE - Section 9.12 SEIU 10 - Section 7.8 SEIU 12 – Section 7.7

Today's Date: Employee Name:

Number of Hours for Request: hrs Limited Personal Leave Date(s): 1. 2.

School/Department Employee Signature:

1. Upon submission to Admin for approval, employees will put their absence into Frontline as Personal Leave.

STEP 2: Administrator Approval

Date: Supervisor Signature: Print Name

Approved Denied Reason for denial: Substitute Required \*\* Professional Development Time \*\* SEIU 10
Transportation and Food Service: Per the CBA, sub required denial is not applicable. Comments:

Step 3: Distribution

Building Office Manager/Department Specialist will verify Frontline absence.

ORIGINAL: Once Admin signs, Building Office Manager/Department Specialist will send ORIGINAL to HR
COPY: Retain copy for Office file and a signed copy is returned to Employee

Step 4:

Once this form is received in Human Resources, the HR Classified Analyst will convert the Personal Leave to Limited Personal Leave.

Human Resources / Payroll Office Use Only

HR Received: HR Reviewed by: Date Entered:

Payroll Received: Payroll Reviewed by: Date: