

Red Rocks Community College Request and Authorization for Leave

Name: _____
Department: _____ Work Phone Number: _____

I understand that leave must be requested and approved in advance, where foreseeable. I understand that I must provide sufficient information so the proper type of leave can be determined. I understand that I am responsible for keeping my supervisor informed of any change in this request.

Record dates, times and number of hours in the blanks before each applicable reason.

From	To	Hours	
			Annual Leave
			Sick Leave
			Family Sick Leave
			Other Leave (Please Explain*)

* _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

To Be Completed by Human Resources/Payroll

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Annual | <input type="checkbox"/> FML – LWOP | <input type="checkbox"/> Jury | <input type="checkbox"/> Military Train |
| <input type="checkbox"/> Sick | <input type="checkbox"/> FML – STD | <input type="checkbox"/> Administrative | <input type="checkbox"/> Other Spec: _____ |
| <input type="checkbox"/> STD | <input type="checkbox"/> FML – holiday | <input type="checkbox"/> Voluntary Furlough | |
| <input type="checkbox"/> FML – Annual | <input type="checkbox"/> Funeral | <input type="checkbox"/> LWOP | |
| <input type="checkbox"/> FML – Sick | <input type="checkbox"/> Alt. Holiday | <input type="checkbox"/> Military | |

For purposes of Family/Medical Leave designation,

- the employee is not eligible for family/medical leave until _____ (date).
- the employee is eligible but has already used the hours allowed in this fiscal year.
- the event does not qualify for family/medical leave.
- the employee is eligible for FML AND the event does, or could, qualify for family/medical leave.
- continuation of a previously designated event (continuing treatment or recovery).

Approved by _____ Date _____

Definitions

Complete definitions of the various types of leave and the rules governing their use are found on Red Rocks' web site at www.rrcc.edu/hr/benefits. Additional information and assistance is also available in the Office of Human Resources.

The employee is responsible for requesting leave as far in advance as possible and providing sufficient information regarding the reason for the leave.

Please be accurate. State actual dates and times to be charged as leave. Incorrect information may cause errors and delays in processing an employee's request for leave.

Annual Leave – paid leave typically used for personal/vacation purposes.

Sick Leave – paid leave used for an employee's own medical examinations and treatment, physical inability to work due to pregnancy, illness or injury. An employee may use accrued sick leave for the medical examination, treatment of illness or injury of a family member.

Funeral Leave – paid leave (up to 5 working days) for the death of a family member or other person as appropriate and agreed upon by the supervisor.

Jury Leave – used when an employee is called to serve jury duty.

Administrative Leave – paid leave as pre-approved by a member of RRCC's President's Cabinet.

K-12, Volunteer Leave – paid leave (up to 4 hours per month) for participation in a school or community volunteer activity.

Family Medical Leave – leave, used for the birth and care of a child, placement and care of an adopted or foster child, a serious health condition of a parent, spouse, dependent or the employee's own serious health condition. Use and type of concurrent paid leaves depends on individual circumstances. For additional information contact the Office of Human Resources.

FML – annual: use of paid accrued annual leave when sick leave is exhausted or does not apply, including caring for a new child.

FML – sick: use of paid accrued sick leave for an employee's serious health condition, including childbirth and recovery or for a serious health condition of an employee's parent, spouse or dependent.

FML – STD: use of Short Term Disability leave for a serious health condition when an employee is eligible for STD benefits.

FML – LWOP: use of unpaid leave during family medical leave when all other applicable leaves are exhausted.

FML – holiday: when a holiday occurs during family medical leave it counts toward the family medical leave entitlement.