Human Resource Services
Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755
Phone 304.696.6455, FAX 304.696.6844, E-mail human-resources@marshall.edu

LEAVE REQUEST FORM

Use this form to request leave. Leave is recorded in quarter hour units. One whole day for a full-time employee equals 7.5 hours. Fifteen minutes equals .25 hour. For requests for a whole day or multiple whole days, enter the "From" date and the "To" date. For less than whole-day requests, enter the time and date leave is to begin and end. **IMPORTANT NOTE: LEAVE CANNOT BE TAKEN UNTIL ACCRUED. AFTER THE LEAVE HEREIN REQUESTED IS TAKEN, YOU CANNOT HAVE LESS THAN A ZERO BALANCE FOR THIS TYPE OF LEAVE. EMPLOYEES KNOWINGLY TAKING LEAVE THAT IS NOT SUPPORTED BY A SUFFICIENT ACCRUAL OF THAT TYPE OF LEAVE MAY BE SUBJECT TO DISCIPLINARY ACTION. IF YOU HAVE QUESTIONS ABOUT YOUR LEAVE BALANCE, YOU MAY CONTACT HUMAN RESOURCE SERVICES AT THE ABOVE PHONE NUMBER OR E-MAIL ADDRESS. YOU ARE ENCOURAGED TO KEEP YOUR QUARTERLY LEAVE BALANCE REPORT AS A RESOURCE FOR CALCULATING YOUR LEAVE BALANCE.**

Name			
Date		I request leave of the type checked below for the period indicated	
From		To	
Total hours requested			
Remarks			

Check type of leave requested

	Annual Leave		Compensatory Time
	Sick Leave		Military Leave (copy of orders attached)
	RESERVED FOR FUTURE USE		Witness/Jury leave (copy of summons or certificate of attendance attached)

I hereby certify that to the best of my belief and knowledge I have sufficient leave accrued of the type herein requested to cover the absence requested above.

Employee's Signature	
Authorized Approver's Signature	
Date Approved	

RECONCILIATION - For use by employing department if amount of leave taken does not match amount requested above.

Leave actually taken exactly matches amount and type requested above		YES		NO

If NO, what is amount and type of leave actually taken per this request? Complete appropriate blocks below.

Type of leave		Amount of leave	
Reason for change			
Signature/Initials of authorized departmental representative			

NOTES

1. Elective leave such as annual leave should be requested in advance whenever possible.
2. This form may be completed upon return to work for unplanned sick leave usage. The employing department may require a physician's certificate for absence due to sick leave.
3. Compensatory leave is available only to Fair Labor Standards Act (FLSA) non-exempt employees. However, an exempt employee required to work on any designated University holiday is eligible for compensatory time off on an hour-for-hour basis.
4. Military leave must be requested in advance and must be accompanied by a copy of orders. A copy of requests for military leave with orders attached must be sent to Human Resource Services.
5. Witness/jury leave must be requested in advance and must include a copy of the jury or witness summons. Alternatively jury leave may be vouched for after the fact by copy of a certificate of service from the court clerk. Witness leave is not available when the employee is a plaintiff and voluntarily appears in court.

DISTRIBUTION: Original – Employing Department, Copy – Employee
Original is to be maintained in employing department for five calendar years beginning with the calendar year to which leave requested in this form is charged.