

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 hours. 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.			
Name			
Soc. Sec. No.		Date	
I request leave of the type checked below for the period indicated			
From		To	
Total hours requested			
Remarks			
Check type of leave requested			
<input type="checkbox"/>	Annual Leave	<input type="checkbox"/>	Compensatory Time
<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	Military Leave (copy of orders attached)
<input type="checkbox"/>	RESERVED FOR FUTURE USE	<input type="checkbox"/>	Witness/Jury leave (copy of summons or certificate of attendance attached)
Employee's Signature			
Authorized Approver's Signature			
Date Approved			
RECONCILIATION (For use by employing department only)			
Leave actually taken exactly matches amount and type requested above		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, what is amount and type of leave actually taken per this request?			
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.

Forms\LeaveRequestForm01.pdf