

Leave of Absence Request Form

Employee Information

Name:	Employee ID:
Address:	Home Phone:
Preferred Email Address:	Cell Phone:

Department Information

Department:	Employee's Position:
Supervisor's Name:	Supervisor Phone:
Time Keeper's Name:	Time Keeper's Phone Number:

Leave Request

Type of Leave Requested	
<input type="checkbox"/> FMLA <input type="checkbox"/> Extended Medical <input type="checkbox"/> Extended Personal <input type="checkbox"/> Military <input type="checkbox"/> Organ Donation <input type="checkbox"/> Bone Marrow	
First Day of Leave:	Anticipated Return Date:

Employee Signature

- ★ *It is the responsibility of the employee to submit ROAs for all requested time off while in paid status.*
- ★ *If the employee is late in submitting the form, the department may create ROAs for the employee in order to accurately track paid time off during the leave.*

Employee Signature

Date Signed

Leave Request Acknowledgment

- ★ *An electronic Personnel Action Request (ePAR) indicating the type of leave and whether it is paid or unpaid must be completed for all approved leaves.*
- ★ *If the employee is on paid leave, ROAs must be submitted for all requested time off.*
- ★ *If the employee is late in submitting the form, the department may create ROAs for the employee in order to accurately track paid time off during the leave.*
- ★ *When the employee's accruals have been exhausted, a new ePAR must be submitted to reflect the change from paid to unpaid status.*

Supervisor or Department Head Signature

Date Signed

Department Head Signature (if required by department)

Date Signed

Vice President/Provost Signature (if required by department)

Date Signed
Forward Completed Leave of Absence Request Form to Human Resources

If you have questions please contact your benefit advisor:

Academic Departments
 Amy Ulibarri, Benefits Advisor
amy.ulibarri@nau.edu
 (928) 523-0002

Administrative Departments
 Noelle VanWagenen, Benefits Advisor
noelle.vanwagenen@nau.edu
 (928) 523-6106

 Leave of Absence policies are located on the Benefit Web site at http://hr.nau.edu/benefits/leave/fmla_extended