California State University, Los Angeles

Leave of Absence Request Form

SECTION A - TO BE COMPLETED BY EMPLOYEE (PLEASE PRINT OR TYPE)

Date of Request

Name (first, middle initial, last)

Address (include city, state and zip code)

Home Phone # ( )	Department & Extension	Classification	Work Schedule

Date leave to begin:	Last day worked:
Date leave to end:	Return to work date:

Reason for Leave Request (* *indicates Family Medical Leave of Absence*)

☐ Serious Medical Condition of Employee*
☐ Serious Medical Condition of Family Member*
(specify relationship)
☐ Employee's Pregnancy*
☐ Birth of Employee's Child*
☐ Adoption of Employee's Child

☐ Placement of Foster Child with Employee*
☐ Military Leave
☐ Education Leave
☐ Personal Leave (Please explain):__________________
____
____

** ***Medical certification/supporting documentation must be submitted directly to HRM***

Circle yes or no for each insurance plan you wish to continue during your leave. (*See benefits section on the back of this form before completing).*

Medical (Yes / No) **Dental (Yes / No)** **Vision (Yes / No)**

Circle yes or no for **Non-Industrial Disability** (*See NDI section on back of this form*) **(Yes / No)**

I certify that all the facts are true and correct to the best of my knowledge. If my request for a Leave of Absence is approved, I understand that I must abide by all of the terms and conditions of my leave of absence. If I am unable to return to work on the specified date, I am to notify HRM of the change. Failure to notify HRM may result in my being absent without authorization.

______________________________ ______________________________
Employee Signature Date:

SECTION B - TO BE COMPLETED BY SUPERVISOR

Department Head Date	Approved	☐ Yes	☐ No
Fiscal Administrator Date	Approved	☐ Yes	☐ No
Dean/Vice President Date	Approved	☐ Yes	☐ No

Reason of Denial Recommendation:

SECTION TO BE COMPLETED BY HUMAN RESOURCES MANAGEMENT (HRM)

Associate Vice President, HRM Date	Approved	☐ Yes	☐ No

Return Leave of Absence Request Form to HRM **(08/14)**