

# WALDORF COLLEGE

## PAID LEAVE REQUEST FORM

**EMPLOYEE NAME:** \_\_\_\_\_

<b>EFFECTIVE PAY PERIOD:</b>						
<i>*Use a new leave request form for each pay period. Ex. Salary: MAY Hourly: MAY (4/16/10 – 5/14/10)</i>						
<b>VACATION LEAVE</b>						
<b>Request Date</b>	<b>Beg. Date</b>	<b>Ending Date</b>	<b># Hrs</b>	<b>Purpose (optional)</b>	<b>Sup. Sign/Date</b>	<b>Office Use Only</b>
<b>PERSONAL LEAVE</b>						
<b>Request Date</b>	<b>Beg. Date</b>	<b>Ending Date</b>	<b># Hrs</b>	<b>Purpose (optional)</b>	<b>Sup. Sign/Date</b>	<b>Office Use Only</b>
<b>OTHER LEAVE ACTIVITY</b>						
<b>Request Date</b>	<b>Beg. Date</b>	<b>Ending Date</b>	<b># Hrs</b>	<b>Category (Required)</b>	<b>Sup. Sign/Date</b>	<b>Office Use Only</b>

**Employee Signature/Date:** \_\_\_\_\_

**Received by Payroll & Benefits Office/Date:** \_\_\_\_\_

**\*Effective pay period:** Use a new leave request form for each pay period. Pay date is the 25<sup>th</sup> of the month.

- Hourly/Timecard: Starts 2<sup>nd</sup> Saturday of the month and ends the 2<sup>nd</sup> Friday of the month
- Salaried: Starts the 1<sup>st</sup> of the month thru the last day of the month

**Vacation Leave:** As of January 1<sup>st</sup>, the entire years of vacation time, while not earned is available to be used. However, if you terminate employment, any “unearned” time, will be deducted from your final paycheck. All vacation time must have supervisor preapproval... minimum of 48 hrs in advance of leave taken in 1 day increments and 2 wks for anything longer.

**Personal Leave:** For periods of temporary absence due to illness, injury or personal reasons; accrued monthly for a total of 6 days/yr.

**Other Leave:** For approved floating holiday, birthday leave, jury duty leave, paid medical leave, bereavement, approved unpaid time or other leave as listed in the employee handbook. This type of leave should also be noted on timecards.