



# RETROACTIVE Request for Unpaid Leave

## Section I – Employee Information

Employee Name: \_\_\_\_\_  
Employee Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
Work Location: \_\_\_\_\_

## Section II – Leave Information

- This form is to be used to document absences in which there is **NO** paid time off in the employee’s balance, and less than 2 weeks notice was provided, **except in bonafide emergency situations.**
- **Unpaid leave requests submitted after the leave date(s) and/or failure to report to work in the absence of an approved leave may result in disciplinary action up to and including termination.**
- Employees will not continue to accrue paid time off while on an unpaid leave of absence.
- Unpaid days will not be considered as service credit for the Public School Employees’ Retirement System.
- Any person on an approved leave of absence shall not accept any employment with another employer, nor be self-employed during the course of leave, unless the employment pre-existed under the same conditions immediately prior to the leave or unless such employment is pre-authorized by Human Resources.

Dates of Absence: \_\_\_\_\_

Total number of scheduled work days absent: \_\_\_\_\_

**Detailed information must be attached to this form.**

Employee Signature: \_\_\_\_\_

## Section III – Human Resources Review

Date Received: \_\_\_\_\_ Absence History Attached \_\_\_\_\_

HR Comments: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section IV – Supervisor Review

Supervisor Comments: \_\_\_\_\_

Attendance discussed/documentated:  Yes  No

Discipline action to be taken:  Yes (list action) \_\_\_\_\_

No: (reason) \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review of Absence & Documentation:

Asst. Div Director (if applic): \_\_\_\_\_ Date: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Review of Absence & Documentation:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disciplinary Action review requested: \_\_\_\_\_ (check if requesting)