

PERSONAL LEAVE REQUEST

NAME: _____

DEPARTMENT: _____

MANAGER: _____

EXECUTIVE: _____

RFE recognizes that there are many compelling situations where an employee must be absent for personal business reasons. Personal leaves of absence are available to employees who have completed their 90 day provisional employment period. Requests for personal leave must be made no less than 30 days in advance of the foreseeable event. Requests must be in writing and will set forth the purpose of the leave, the dates requested and any other related information. When the need for leave is unforeseeable the request for leave must be submitted to Human Resources no later than 2 business days after the absence begins.

RFE has sole discretion in deciding whether or not requests for personal leave will be granted and the length of that leave. Requests for personal leave will be evaluated based on factors including but not limited to the employee's position, the length of leave requested, anticipated workload requirements and staffing considerations during the proposed period of absence. Personal LOA may only be taken for a minimum of 5 days and a maximum of 2 weeks with no more than 2 personal leaves in a 1 year period starting on July 1st and ending on June 30th. Employees are expected to use all accrued vacation leave as a part of the approved leave period.

PROPOSED LEAVE DATES: FROM: _____ TO: _____

PURPOSE OF LEAVE:

DATE REQUEST SUBMITTED: _____

EMPLOYEE'S SIGNATURE: _____

MANAGER'S SIGNATURE: _____

EXECUTIVE'S SIGNATURE: _____