

**Cosumnes River College
Classified/Supervisor/Manager
*Request for Leave***

To (immediate supervisor): _____

From (employee): _____

Category of leave requested (i.e. vacation, bereavement, etc.) _____

Dates and times requested: _____

I am aware of the following:

- It is my responsibility to know how much leave is available to me
- If I am unsure of my leave balances, I can contact district benefits to verify this amount
- Using more leave than is allowed will result in my pay being adjusted appropriately
- A manager's approval of this request is based on the assumption that this amount of leave is available to me, and that this approval in no way should be construed as permission to create a "negative" balance in any category of leave that is due to me.
- Absence reports are due to the department secretary on the last day of each month

Employee signature

date

Request: ___ **Approved** ___ **Denied**
(Check one)

Immediate supervisor's signature

date

PROCEDURE

When an employee (classified, supervisor, or manager) wishes to take leave (vacation, bereavement, personal necessity, etc.) the request should be made to their immediate supervisor/manager via this form.

Once the supervisor/manager has approved/denied this request, the top copy (white) should go to the requester and the bottom copy to the department secretary. The department secretary should keep a copy of denied requests in a holding file for one year. Approved requests should be kept by the department secretary in a suspense file until later matched with absence reports.

Distribution of the absence reports: white: employee; blue and canary: VPA's office (who will forward blue to DO)

Distribution of Requests for Leave: Employee and Department Administrative Assistant

Updated 10/26/2017