



APPLICATION TO REQUEST LEAVE OF ABSENCE

Employee Name: _____ Employee #: _____

Department & Position: _____ Date of Hire: _____

Employees covered under a Collective Bargaining Agreement are encouraged to refer to their [agreement](#) prior to requesting a leave of absence.

Additional information can be found in the [LIU Board Policies](#) posted on www.liu18.org.

I. Type of Leave Requested

When the need for leave of absence is foreseeable, employees must submit their request at least thirty (30) days prior to the date that the leave will begin. In the event the reasons for leave are not foreseeable, employees must submit the leave request as soon as possible. Failure to apply in advance as requested may result in the delay or denial of the leave requested.

Please Check Where Applicable (more than one may apply):

- Sick (three (3) or more consecutive days, with accompanying doctor's note)*
- FMLA (Federal forms must be provided)
- Sabbatical (Required medical or educational documentation must be submitted)
 - Medical Educational
- Military

**If leave is less than three (3) consecutive days, enter the days in Frontline only.*

***For vacation (three (3) or more consecutive days) where applicable, please refer to the Luzerne Intermediate Unit's Vacation Request Form found on the [Human Resources](#) page of our website.*

II. Dates of Leave

First Day of Leave: _____ Last Day of Leave: _____

- Intermittent Leave
(Intermittent leave schedule should accompany leave request)

III. General

Employees on Leave of Absence (LOA) must contact the Director of Policy and Strategic Communications (naudi@liu18.org) on a bi-monthly basis to report their status and intention to return to work.

Employee Initial: _____

Employees who make or attempt to make fraudulent requests for leave may be denied restoration or disciplined, up to and including termination of employment.

Employee Signature Date

Administrative Determination for Eligibility

Director of Policy and Strategic Communications Signature Date

_____ Qualifies _____ Does Not Qualify

Board of Directors Action (If Required): _____ Approved _____ Denied

Board Meeting Date: _____

Application of Leave Procedures: (Please read carefully)

- Any employee with an unforeseeable or emergency related leave should make every effort to communicate such leave to their immediate supervisor within a reasonable amount of time.
- When an employee plans to request a foreseeable leave of absence, the employee will refer to the [Human Resources](#) page of the LIU website and complete the appropriate Request for Leave of Absence form and submit the form via email to the Director of Policy and Strategic Communications (naudi@liu18.org).
- The Director of Policy and Strategic Communications will review the application and determine whether the employee is eligible for the requested leave.
- If the employee is eligible for the requested leave, Human Resources will notify the employee and their Supervisor/Program Director via email that the requested leave has been approved.
- If the employee is not eligible for the requested leave, the employee will be notified via email.
- If the requested leave is an actionable item requiring Board approval, Human Resources will submit a motion along with the application for leave to the Executive Director. Upon recommendation, the Human Resources Department will notify the employee requesting leave of the Board's determination via email.
- At least two (2) weeks prior to the expiration of leave, Human Resources will notify the employee in writing (via email, as well as mailing a letter to their address on file) that the leave period is expiring. The employee then must inform the Director of Policy and Strategic Communications of their intent to return upon the conclusion of their leave.