



Human Resource Services Personal Leave Request

Submit completed form to Human Resource Services.

Form with fields: PRINT OR TYPE NAME (LAST, FIRST AND MIDDLE), SOCIAL SECURITY NUMBER, TELEPHONE NUMBER, PERMANENT ADDRESS, ADDRESS WHILE ON LEAVE (IF OTHER THAN ABOVE), TELEPHONE NUMBER WHILE ON LEAVE, DIVISION, SCHOOL OR OFFICE, POSITION, DATES OF LEAVE FROM (MM/DD/YYYY), TO (MM/DD/YYYY)

For information on personal leave, bargaining unit employees should refer to Article VII of their respective LACOE-Union agreements. Management employees should refer to LACOE Board Policy 4352.1 and Personnel Commission Rule 4255.25. Applicants for Personal Leave acknowledge the following:

- 1. Upon return from leave, employee may be assigned to a different location at the discretion of the Office.
2. If employee wishes to continue health insurance plans (medical, dental, vision, life), employee must contact the Benefits Unit in Human Resource Services for information

on rates and to arrange for payment. Failure to do so will result in the termination of these benefits during the period of leave.

- 3. Employee shall return to duty upon the expiration of the approved leave of absence. Upon return to duty, employee will notify the Benefits Unit in Human Resource Services.
4. It is the responsibility of the employee to notify Human Resource Services of any change of address and telephone number while on leave.

Reason for Leave Request

SIGNATURE OF APPLICANT, DATE SIGNED

Immediate Administrator

Form with fields: [] Approved [] Disapproved, SIGNATURE OF IMMEDIATE ADMINISTRATOR, DATE SIGNED, COMMENTS

Division Director

Form with fields: [] Approved [] Disapproved, SIGNATURE OF DIVISION DIRECTOR, DATE SIGNED, COMMENTS

Assistant Superintendent

Form with fields: [] Approved [] Disapproved, SIGNATURE OF ASSISTANT SUPERINTENDENT, DATE SIGNED, COMMENTS

For Human Resource Services Use Only

Form with fields: [] Approved [] Denied, DATES OF LEAVE From Through, AUTHORIZING SIGNATURE, DATE SIGNED

DISTRIBUTION: [] Human Resource Services, [] Division, [] Immediate Administrator, [] Employee