

VALPARAISO UNIVERSITY

REQUEST FOR LEAVE OF ABSENCE

As per the employee staff handbook section 5.4.7. Discretionary Unpaid Leaves of Absence:

“Occasionally an employee’s circumstances may cause the employee to need time away from work either for reasons not covered by law and/or for which the employee does not have available paid vacation time. Some examples might include the need for days away from work to manage estate administration following a death; for an employee’s medical treatment when FMLA is not available due to eligibility; or, other exigent circumstances in the employee’s personal life.

Except for medically related circumstances, granting a discretionary unpaid leave is within the authority of the department head. Such determinations will consider the length of the requested leave; the basis for the requested leave; the impact, including associated costs, on the department; and any other business related factors the University deems relevant. In the case of a medically related unpaid leave request, the department head should consult with the Director of Human Resource Services or the University General Counsel before approving or denying the leave.

Unpaid leaves will not be granted for purposes of seeking other employment; to undertake profit-making activities, including other employment; or, for periods exceeding 60 days.”

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Date _____ Department _____

Employee Name _____

Request Beginning Leave Date _____ Estimated Return Date _____

Reason for Leave of Absence _____

Employee Signature _____ Supervisor Approval _____

Director/Dean of Area Approval _____
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1. **During this leave of absence you are responsible for paying your share of the health insurance premium. You are expected to send payments to: Office of Human Resource Services, Valparaiso University, Kretzmann Hall, Valparaiso, IN 46383.**
2. **You are required to keep in contact with your supervisor and the Office of Human Resource Services during this absence and as per instructions from your supervisor.**

**CC: Human Resource Services
Payroll**