

**REQUEST FOR LEAVE APPROVAL**

<u>NAME (Please Print)</u>	<u>UM ID (790#)</u>

**PLEASE CHECK APPROPRIATE LEAVE AND INDICATE DATES IN BOXES BELOW**

	<u>TYPE OF LEAVE</u>	<u>DATE(S) OF REQUESTED LEAVE</u>
	Excess Annual Leave	
	Annual Leave	
	Sick Leave	
	Juror or Witness Leave	
	Military Leave (Documentation Required)	
	Public Service Leave (Documentation Required)	
	Earned Compensatory Time	

(Types of Leave are explained on following page).

**EMPLOYEE SIGNATURE:**

\_\_\_\_\_ DATE

**APPROVED:**

\_\_\_\_\_  
SUPERVISOR DATE

**\*DISAPPROVED:**

\_\_\_\_\_  
SUPERVISOR DATE

**\*REASON FOR DENIAL:**

**NOTE:** This form is for department use EXCEPT in the case of an employee requesting Excess Annual Leave to be extended to the end of the calendar year. In the case of Excess Annual leave requests, please forward to HRS for processing. Thank you.

## EXPLANATIONS OF LEAVE TYPES

<p><b>EXCESS ANNUAL</b></p>	<p>Eligible employees may accumulate two times the total number of annual leave credits they are eligible to earn per year. Excess annual leave credits will be forfeited unless taken by the employee within 90 calendar days from the last day of the calendar year in which the excess credits were earned (March 31) except as further set forth in this section. The calculation of excess annual leave credits (those credits which must be used within the first 90 days of the next calendar year) will be made as of December 31<sup>st</sup> of each year.</p> <p>In accordance with 2-18-617, Montana Code Annotated (MCA), if an employee makes a reasonable written request to use excess annual leave before the excess annual leave must be forfeited (March 31), the supervisor shall ensure that the employee may use the excess annual leave before the end of the calendar year in which the leave would have been forfeited. <u><i>A copy of the supervisor denial of leave request must be submitted to Human Resource Services to ensure retention of the excess annual hours.</i></u></p>
<p><b>ANNUAL</b></p>	<p>Defined as leave with pay at the request of the employee and with the approval of the employer. Employees must be continuously employed by the University of Montana-Missoula or another unit of the Montana University System (MUS), for the qualifying period of six calendar months to be eligible to use annual leave <i>Refer to Personnel Policy 10.0.</i></p>
<p><b>SICK</b></p>	<p>Defined as leave with pay for sickness suffered by an employee or his/her immediate family or for a permanent state employee who is eligible for parental leave. In addition, it includes the following conditions: Illness, injury, medical disability, maternity/paternity related absence including prenatal care, birth, miscarriage, abortion, or other medical care of or attendance to an immediate family member; death or funeral attendance for an immediate family member. An employee must be continuously employed for 90 calendar days to be eligible to use sick leave. <i>Refer to Personnel Polity 240.0.</i></p>
<p><b>JUROR OR WITNESS</b></p>	<p>A non-student employee summoned as a juror or subpoenaed as a witness in court or judicial proceeding must elect to receive leave with pay or annual leave, if eligible. <i>Refer to Personnel Policy 112.0.</i></p>
<p><b>MILITARY</b></p>	<p>An employee who is a member of the organized militia of this state or who is a member of the organized reserve corps or military forces of the United States, and who has been an employee for a period of six (6) continuous months, is eligible to take leave with pay for a period of time not to exceed fifteen (15) working days per calendar year for attending regular encampments, training cruises, and similar active duty training programs of the organized militia of the state or the military forces of the United States. <i>Refer to Personnel Policy 114.0.</i></p>
<p><b>PUBLIC SERVICE</b></p>	<p>An employee elected or appointed to public office in a city, county, or the state of Montana, is entitled to a leave of absence without pay not to excel 180 days per year while performing public service. <i>Refer to Personnel Policy 117.0.</i></p>