



Employee Name _____ Date _____

Check appropriate box:

- Annual Leave
Date(s) of requested leave: _____
- Sick Leave
Date(s) of requested leave: _____
- Juror or Witness Leave
Date(s) of requested leave: _____
(documentation required)
- Military Leave
Date(s) of requested leave: _____
(documentation required)
- Public Service Leave
Date(s) of requested leave: _____
(documentation required)
- Earned Compensatory Time
Date(s) of requested leave: _____

Approved:

Supervisor Signature Date

Disapproved:

Supervisor Signature Date

Reason: _____

This form is for intra-departmental use only. Do not submit to Human Resource Services.

Types of Leave

- Annual:** 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 for the qualifying period of **six calendar months** to be eligible to use annual leave. Refer to Personnel Policy 10.0.
- Sick:** Defined as leave with pay for a 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 for either employee or child; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; 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. Refer to Personnel Policy 240.0.
- Juror or Witness:** 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. Refer to Personnel Policy 112.0.
- Military:** 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 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. Refer to Personnel Policy 114.0.
- Public Service:** 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 exceed 180 days per year while performing public service. Refer to Personnel Policy 117.0.