

Name _____ Date _____

Employee ID # _____

Check appropriate box:

- Excess Annual Leave**
Date(s) of requested leave: _____
- 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: _____

****This form is only submitted to HRS when requesting use of Excess Annual leave to be extended to the end of the year. (See "Types of Leave" below for additional information).*

Approved:

Supervisor Signature Date

Disapproved:

Supervisor Signature Date

Reason: _____

Types of Leave

Excess Annual: Eligible employees may accumulate two times the total number of annual leave credits they are eligible to earn per year. Excess vacation 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 of each year.

In accordance with 2-18-617, MCA, if an employee makes a reasonable written request to use excess annual leave before the excess annual leave must be forfeited (March 31) and the supervisor denies the request, the excess annual leave is not forfeited and 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. A copy of the denied request shall be submitted to Human Resource Services to ensure retention of the excess hours.

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.