REQUEST FOR LEAVE

NORTH SLOPE BOROUGH

Name: _____ Employee No: _____

Department: HOUSING Division: _____

# of Requested Hours / Days	REQUESTED LEAVE PERIOD	
	FROM:	**TO:**
	Month / Day / Year _____ Time _____ AM / PM	Month / Day / Year _____ Time _____ AM / PM

I understand that any leave authorized in excess of the personal leave I have accrued will be charged to leave without pay. I also understand that if the leave without pay is in excess of one calendar month, I will be required to pay the premium for my life insurance and medical benefits at COBRA rates if I wish for coverage to continue. (Human Resources Rules and Regulations Sec. 2.07.5(C)(6)). Contact the Human Resources Department, Benefits Office for information regarding life insurance and medical insurance premiums and when your coverage will commence or terminate.

Compensatory Time Balance _____

Personal Leave Balance _____

Hours as of _____

1. _____
Employee Signature Date

2. _____
Supervisor Signature Date

3. _____
Department Director Signatures Date

☐ Approved ☐ Disapproved

Remarks: (Medical information must be submitted on the appropriate Family and Medical Leave Request form):

_____

_____

Family and Medical Leave Request forms are available on the U drive, and also at the Human Resources Department. Please contact the Human Resources Department Benefits Office for more information regarding the Family and Medical Leave Act (FMLA). NOTE: If you apply for FMLA, you must ALSO fill out & submit this regular North Slope Borough Leave Request.

Family Leave is available for pregnancy, birth, adoption or placement of a foster child.

Medical Leave is available for the serious medical condition of the employee or thier immediate family.

EACH EMPLOYEE SHALL TAKE AT LEAST 112.5 HOURS OF ANNUAL LEAVE DURING EACH CALENDAR YEAR BEGINNING JANUARY 16, AND ENDING JANUARY 15. It is the responsibility of each department director to give each permanent employee the opportunity to use at least this amount of leave. If an employee does not take 112.5 hours of annual leave during this period, the leave may be deducted from the employee's accrued annual leave balance. (Human Resources Rules & Regulations Sec. 2.05.3 (C)). An employee's accrued annual leave may accumulate to a maximum of not more than 675 hours on January 15th of any calendar year. Any excess of accrued leave over 675 hours shall, at the option of the Mayor, be paid in cash, or scheduled to be taken prior to January 15. (Human Resources Rules & Regulations Sec. 2.05.3 (D)).

ROUTING: 1.- EMPLOYEE 2.- SUPERVISOR 3. DEPT DIRECTOR 4.- HUMAN RESOURCES

SUPERVISORS - Please keep a signed copy to attach to employee's timesheet.

Rev. 3/5/2024