REQUEST FOR LEAVE OF ABSENCE

This form should be completed by the employee at least four weeks before the anticipated leave is to begin. It should be routed in accordance with the approval listing below. Three weeks notice should be given when returning from leave. Completion of this form does not guarantee that the proposed leave will be granted.

1. Name of Employee: _____________________________________________________________________
2. Title: ________________________________________________________________________________
3. Proposed Dates of Leave: From___________________________ To______________________________
4. Reason for Leave: ______________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
5. Leave status (please check one):
   _____Leave with full pay     _____Leave at partial pay     _____Leave without pay

   Please explain how leave credits will be used, partial pay arrangements proposed, and any special arrangements proposed for working during the leave of absence:

_____________________________________________________________________________________  
_____________________________________________________________________________________  
_____________________________________________________________________________________  
_____________________________________________________________________________________  
_____________________________________________________________________________________

Considered by: (check one)

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<tr>
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<th>Approve</th>
<th>Disapprove</th>
<th>Date</th>
<th>Signature</th>
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<td>1.</td>
<td>Supervisor</td>
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<td>2.</td>
<td>Cabinet Level Administrator</td>
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<td>3.</td>
<td>VP Business &amp; Finance</td>
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<td>4.</td>
<td>President</td>
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