

VOLUNTARY UNPAID TIME OFF REQUEST FORM

Employee Name: _____

Department: _____

Date(s) Requested Unpaid: _____

Non-exempt (hourly) employee can take voluntary unpaid leave in half-day or full-day increments.

Exempt employee must take leave in full-day increments.

An employee may request voluntary unpaid time once they have 40 hours (pro-rated for part-time employees) or less of eligible leave time remaining (such as administrative time, vacation, and floating holidays).

Employee's Signature: _____ Date: _____

Approved: _____ Denied: _____

If denied, reason for denial: _____

Department Head's Signature: _____ Date: _____

City Administrator's Signature: _____ Date: _____

A copy of this signed document was sent to:

- ☐ Employee
- ☐ Department Head
- ☐ Payroll Department