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