

Personal Leave of Absence Request Form

PERSONAL LEAVE OF ABSENCE REQUEST QUICK STEPS:

Employee: Complete request form and submit it to your leader when you would like to request time off from work (with or without pay) in the following circumstances when the leave is anticipated to last more than two (2) continuous weeks:

- x Time away from work or adjustment to regular work schedule (continuous/full-time or reduced/part-time schedule change)
AND
- x It's been determined you are not eligible for, have exhausted, or have a leave request that does not qualify under other circumstances (Family and Medical Leave Act, ADA Workplace Accommodation, or Paid Parental Leave)

Please contact your HR Business Partner (HRBP) if you have questions. Confirm your HRBP here: (<https://www.wichita.edu/hr>).

Leader: Consult with your HRBP when you receive a Personal Leave of Absence request form and prior to making a determination. Then, once a determination is made, submit the completed form to Human Resources.

Name: _____ myWSU ID: _____

Home Address: _____
(City) (State) (Zip Code)

Home Telephone: _____ Work Telephone: _____

Department Name: _____

Supervisor's Name: _____

Leave Beginning Date: _____ Leave Ending Date: _____

Briefly Explain Reason for the Leave (information provided is what will be used to determine if leave is approved):

Type of Leave Requested: Full-Time/Continuous Leave Reduced/Part-Time Schedule

BENEFIT PREMIUM PAYMENT WHILE ON LEAVE: It is your responsibility to contact HR Total Rewards at totalrewards@wichita.edu to ensure you understand how your benefits will be impacted when requesting a personal leave. If you are in pay status while on leave, your benefit premiums will continue to be deducted from your paycheck. However, if you go into unpaid status during your leave this will impact your ability and cost to continue benefits. Unpaid leaves greater than 30 days will result in coverage termination where you would need to enroll in Direct Bill to be able to continue coverage, which comes at a different premium cost. Unpaid leaves less than 30 days you may be able to have your benefit premiums collected in arrears or make direct payments until you return to pay status. Once you return to pay status, the collected premiums will automatically be deducted from your first paycheck(s) unless you make other arrangements in advance with HR Total Rewards.

SALARY SPREAD: If you are an academic year faculty or staff member in a 9 or 10 month appointment who has elected salary spread and elect to take an unpaid personal leave, this will impact the ability of your salary spread to cover payment during the summer. Please contact HR.ServiceCenter@wichita.edu to understand the implications.

Employee Signature

Date

Distribution
Original: Human Resources
cc: Employee, Leadership

LEADER AUTHORIZATION

Request Approved: (Specify Reason)
