



Leave Request Form

Please complete this form and submit it to Human Resources for review and approval. Refer to the Employment Guide for policy details regarding each type of leave.

Email: hr@wabash.edu or return to Center Hall Business Office – Attention: Human Resources

Employee Information

Name: _____ Department: _____

Supervisor: _____ Date Submitted: _____

Leave Details

Type of Leave Requested (select all that apply):

☐ **FMLA Leave (up to 12 weeks, unpaid job-protected)**

Requires medical certification and eligibility determination.

- ☐ For employee's own serious health condition
- ☐ To care for a family member with a serious health condition
 - ☐ Spouse
 - ☐ Child
 - ☐ Parent
- ☐ Military caregiver leave
- ☐ Qualifying exigency (military family leave)

☐ **Personal Leave (non-FMLA)**

Subject to management approval; unpaid unless otherwise stated.

☐ **Parental Leave (birth, adoption, or foster care placement of a child)**

Refer to Employment Guide for paid/unpaid provisions.

☐ **Military Leave**

Attach supporting military documentation if applicable.

☐ **Bereavement Leave**

Relationship to deceased: _____

☐ **Other (please specify):** _____





Leave Dates

Leave Start Date: _____ Leave End Date (anticipated): _____

Will leave be intermittent or continuous?

☐ Continuous

☐ Intermittent (provide details): _____

Pay Provision(s) During Leave

Please select any paid leave options you intend to use (subject to eligibility and policy terms):

☐ Sick Leave

☐ Personal Leave

☐ Vacation Leave

☐ Short-Term Disability (STD) – requires claim approval

☐ Unpaid Leave

Employee Acknowledgment

I understand that submission of this form does not guarantee approval of leave. I agree to follow all leave policies and procedures as outlined in the Wabash Employment Guide. I will provide required documentation in support of this request as applicable.

Employee Signature

Date:

HR Department Use Only

☐ Leave Approved ☐ Leave Denied ☐ Pending additional documentation

Reviewed by: _____ Date: _____

