

Leave Request Policy

All leave is to be discussed with your supervisor prior to completing and submitting the form. If you have questions about which type of leave you need, contact Karen Pizzuto.

1. For **Scheduled Leave** (ie. doctor’s appts, vacation, parental leave, etc.)
 - a. Fill out the **Request for Leave Form** (paper or digital). A PDF fillable form can be found on the employee resource page. Open in Adobe software. **DO NOT** open with Microsoft Edge as it is not compatible.

COOPERATIVE EXTENSION NORTHWEST REGION REQUEST FOR LEAVE

If you are unsure which code to use, speak with Karen Pizzuto.

Employee Name: _____ Pay Period End: _____

Date	M	Tu	W	Th	F	M	Tu	W	Th	F	Leave Code*
Hours											
Hours											
Hours											

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

LEAVE CODES		
BRE – BEREVEMENT CTT – COMP TIME TAKEN HL - HOLIDAY JR – JURY DUTY PL – PARENTAL LEAVE ST – SICK TAKEN	UN – UNPAID ABSENCE VT – VACATION TAKEN UFE – UNIVERSITY FURLOUGH* UC – UNIVERSITY CLOSURE* *limited use	FMCT – FML COMP TIME TAKEN FMH – FML HOLIDAY FMS – FML SICK FMU – FML UNPAID ABSENCE FMV – FML VACATION FPL – FML PARENTAL

Box/CES-NW Region/Payroll/Leave Requests

REV 6/17/2020

- b. Submit to yavapaires@cals.arizona.edu and CC your supervisor.

2. For **Unscheduled Leave** (ie. Sick day, family emergency, inclement weather, etc.)
 - a. Contact your immediate supervisor and/or administrative staff
 - b. Supervisor or administrative staff will submit information to yavapaires@cals.arizona.edu.