

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

PERSONAL LEAVE REQUEST FORM

Personal leave is used for situations that do not fall within the provisions of other university leave categories. Employees may request a leave of absence in writing to his/her Department Head or Vice President/Dean (depending on leave duration) and Human Resources Representative, if applicable. The amount of time that may be approved depends on the employee's length of service and the operational needs of the department. Employees are required to exhaust all applicable accrued annual and sick time upon personal leave approval. While on leave, an employee may also be required to furnish the university with periodic reports of his/her status and intent to return to work.

REQUIRED APPROVALS

Department Head – can approve up to 10 workdays

Vice President/Dean – required for requests over 10 workdays (see [HR policy](#) for allowable durations)

HOW TO APPLY FOR PERSONAL LEAVE

To apply for personal leave, please complete the Personal Leave Request Form, forward to your Department Head or Vice President/Dean (depending on duration) and HR representative for sign off, and return to Benefits Administration.

Benefits Administration, 45155 Research Place, Suite 160, Ashburn, VA 20147

Fax: 571-553-8385 Email: benefits@gwu.edu

EMPLOYEE INFORMATION

Employee Name (printed or typed)

GWID

Employee Phone Number

Employee Email Address

Hire Date

Timekeeper Name (printed or typed)

Department

Supervisor Name (printed or typed)

Reason for leave:

Best way to send me information during my leave: Email address Home address Alternate address (enter below)

LEAVE REQUEST

Requested Leave Dates

First Day of Leave (mm/dd/yyyy)

to

Last Day of Leave (mm/dd/yyyy)

Return to Work Date (mm/dd/yyyy)

Employee Signature

Date

DEPARTMENT NOTIFICATION (to be completed by Department Head/VP/Dean and HR Representative)

Effective date when the employee will be in an unpaid status:

Date

Department Head or VP/Dean Signature

Date

HR Representative Signature

Date