APPLICATION FOR LEAVE

SF-6 (R 2-01)

AGENCY

Employee Name

I request _____ hours of leave.

From: _____ ☐ AM ☐ PM
/ /

To: _____ ☐ AM ☐ PM
/ /

Chargeable Leave Request

☐ Annual
☐ Sick
☐ Straight Compensatory
☐ Time and One-Half Compensatory

FMLA:
☐ Self
☐ Family
☐ Unpaid

☐ LWOP

Non-Chargeable Leave Request

☐ Funeral
☐ Jury Duty
☐ Hazard Duty (law enf)
☐ Other _____
(Explain in "Comments" Section)

EDUCATIONAL:
☐ Job Related

MILITARY:
☐ Active
☐ Training (15 days per year)
☐ Physical

SPECIAL:
☐ Act of God
☐ Civil Air Patrol
☐ Emergency Civilian
☐ Office Closure
☐ American Red Cross
☐ Voting

Attendance Leave Request

☐ Conference/Convention
☐ Training
☐ Other _____
(Explain in "Comments" Section)

CIVIL SERVICE:
☐ Exam
☐ Interview

Comments

I CERTIFY THAT MY ABSENCE FROM DUTY WAS FOR THE REASON NOTED

Employee Signature	Date	Approved by and Title

Leave Definitions

Absence Leave Request:

Annual: leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs.

Sick: leave with pay granted an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities or who requires medical, dental or optical consultation or treatment.

Straight Compensatory: overtime leave earned by employees exempt from federal Wage and Hour laws when they have physically worked hours in excess of their regular schedule.

Time and One-Half Compensatory: overtime leave earned by employees who are non-exempt under federal Wage and Hour laws when they have physically worked hours in excess of their regular schedule.

LWOP: Leave Without Pay

FMLA: (Family and Medical Leave Act) approved absence available to eligible employees for up to 12 weeks of leave per year for certain family and medical reasons.

Self: for employee's own serious health condition.

Family: an immediate family member (spouse, child or parent) with a serious health condition.

Unpaid: when paid leave (annual/sick) is exhausted or cannot be used under specific circumstances.

Non-Chargeable Leave Request:

Funeral: leave granted when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent or grand-child; provided such time off shall not exceed two days on any one occasion.

Jury Duty: summoned to perform jury duty.

Hazard Duty (law enf): granted when an employee engaged in law enforcement work is disabled while in the performance of duty of a hazardous nature and because of such disability is unable to perform his usual duties. (Civil Service Rule 11.21.1)

EDUCATIONAL

Job Related: leave granted to attend a course that is relevant to job.

MILITARY

Active: leave granted when called to active military duty.

Training: annual training or active duty for training (weekend drills).

Physical: leave granted to conduct mandatory physical to enlist in military.

SPECIAL

Act of God: appointing authority determines the employee is prevented by an act of God from performing duty.

Civil Air Patrol: a member of Civil Air Patrol ordered to perform duty with troops or participate in field exercises or training. Leave shall not exceed 15 working days in any one calender year.

Emergency Civilian: performing emergency civilian duty in relation to national defense.

Office Closure: leave granted due to local conditions which prevent the employee from attending work.

American Red Cross: leave granted for a period not to exceed 15 work days in any calender year to participate in American Red Cross relief services in Louisiana for disasters designated as Level III or above in the Am Red Cross Regulations and Procedures. Must be certified as a Trained Disaster Volunteer and approved by appointing authority.

Voting: leave granted when voting in a primary, general or special election which falls on regular scheduled work days, provided not more than two hours of leave shall be allowed to vote in the parish where he is employed and not more than one day to vote in another parish.

Attendance Leave Request:

Conference/Convention: attending a conference/convention as part of the employee's job requirement.

Training: mandatory training on or off the employer's work site.

CIVIL SERVICE

Exam: leave granted for examinations pertinent to one's employment.

Interview: leave may be granted to an employee when interviewing for a state job.