Berkeley Regional Services

# LEAVE OF ABSENCE REQUEST FORM

*Use this form for ASE and GSR Extended Absence Requests in UCPath*

*Refer to the Graduate Student Employee Leave Chart for details. For any questions regarding this policy, please contact the Academic Personnel Office at appolicy@berkeley.edu or People & Culture at addison_elr@berkeley.edu*

## EMPLOYEE INFORMATION

| | |
|---|---|
| **Name:** | **Employee ID:** |
| **Email:** | **Department:** |

## EXTENDED ABSENCE DETAILS

| | | | | |
|---|---|---|---|---|
| **Action** *(mark all that apply)*: | ☐ New | ☐ Modify Existing Leave | ☐ Extend Current Leave | ☐ Return from Leave |

## EXTENDED ABSENCE DETAILS

**Leave Type:** Choose an item

| | |
|---|---|
| **Start Date:** | **Last Date Worked:** |
| **Expected Return Date:** | **Actual Return Date:** |

**FMLA/CFRA/PDLL Leave** *(please select, if applicable)*: Choose an item

## PAY DETAILS

**Paid/Unpaid:** Choose an item

## JOB OVERRIDE

Please indicate employee job record # to be excluded from this leave of absence:

## NOTES ON THE LEAVE

## APPROVALS

*I confirm that the above accurately reflects the approved action.*

| | | |
|---|---|---|
| **AP Analyst/Preparer Name and Title:** | Name | Title |
| **Contact Information (Email and/or Phone):** | Email | Phone |
| **Date:** | | |

* Please select the appropriate FMLA/CFRA/PDLL for the LOA if applicable.