



## Personal Leave Request Form

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

I request to use Personal Leave on:

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approval:**

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*All permanent full-time employees are eligible for eight (8) hours of personal leave, per fiscal year. Personal leave hours may not be used in increments.*

*Personal leave hours become available at the commencement of the County's fiscal year on July 1<sup>st</sup> and must be used by June 30<sup>th</sup>. Personal leave hours cannot be rolled over into the next fiscal year and are not eligible for payout at the time of termination.*

*Please return this approved form to Kathy Yeatts, Payroll & Benefits Specialist for processing.*