

**Time Off Request Form**  
(Previously called Leave Request Form)

The Paid Time Off Request Form is used by regular staff, including research professionals, to request paid time off in accordance with University policy. Certain types of paid time off require prior notification and approval of supervisory staff and/or Human Resources. The general paid time off eligibility/criteria below is intended to provide assistance to both staff and supervisors in defining the types of paid time off available. For detailed information regarding the administration of paid time off, consult the Supervisor's Guide and/or the Employee Handbook. For information requesting a leave of absence such as FMLA, Military Duty Leave or Personal Leave, contact the Benefits Administration Department at 703-726-8382.

Requestor Name \_\_\_\_\_

Department Name \_\_\_\_\_

Paid Time Off Available (hours): \_\_\_\_\_ Annual \_\_\_\_\_ Sick Required Documentation Attached:      Yes      NA

This request for Paid Time Off is:              Approved              Not Approved

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Paid Time Off Type	Eligibility Criteria	Date(s) Requested	Hours Requested Days Requested
Annual	Employee not in introductory employment period. Can be taken in advance of accrual.		
Sick	May be used for absences due to illness or medical treatment of the employee, child, spouse, domestic partner, stepchild, foster child or dependent. Employee must have accrued sick time and cannot be taken in advance of accrual.		
Bereavement	Up to 3 days of paid time off upon the death of a spouse, domestic partner, child, stepchild, foster child, parent, grandparent, sister, brother, mother-in-law, father-in-law, son-in-law, or daughter-in-law.		
Birthday	1 day of paid time off for employees with 10 or more years of regular full-time service. Must be taken within 10 days before or after the birth date.		
Jury Duty	For employees summoned to jury duty. Documentation of the summons is required.		
Other Paid Time Off	For time away from work for training or administrative reasons not covered under the other forms of paid time off listed above.		