



Request and Return Leave of Absence for Employee



The Request and Return Leave of Absence for Employee tip sheet is for all employees.

Request Leave of Absence

To request a leave of absence, follow the steps below:

1. Contact your HR department for a list of required documents.
2. Submit required completed documents to HR.
3. HR will review all the documents and if nothing else is required, will place you on leave.
4. Every payroll period, you will need to submit the respective time off hours. See tip sheet FMLA Process

Return from Leave of Absence

To return from a leave of absence, follow the steps below:

1. Contact your HR department for a list of required documents.
2. Submit required completed documents to HR.
3. HR will review all the documents and if nothing else is required, will return you from leave.

Leave of Absence Types and Descriptions

Annual Leave Time Off – FMLA

If an employee is on approved FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.

Sick Leave Time Off (New) – FMLA

If an employee is on approved FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce sick time off balance at the same time.

Personal Leave Time Off (New) FMLA

If an employee is on approved FMLA and will use personal time off, this option is used in order to track FMLA hours and reduce personal time off balance at the same time.

Leave without Pay Time Off – FMLA (New)

If an employee is on approved FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.

Military Leave Time Off

If an employee is approved for Military leave, this option is used to track the time an employee is out on Military leave. Military leave can be paid or unpaid leave.

Intermittent/FMLA Annual Leave Time Off (New)

If an employee is on approved Intermittent FMLA and will use annual time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.

Intermittent / FMLA Sick Leave Time Off (New)

If an employee is on approved Intermittent FMLA and will use sick time off, this option is used in order to track FMLA hours and reduce annual leave balance at the same time.

Intermittent / FMLA without Pay Leave Time Off (New)

If an employee is on approved Intermittent FMLA and will NOT use paid time off, this option is used in order to track FMLA hours.

CNM Faculty Personal Leave Time Off FMLA

Personal time off for faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce personal time off balance at the same time.

CNM/SFCC Faculty Sick Leave Time Off FMLA

Sick time off for faculty at SFCC on approved FMLA and faculty and instructional support employees at CNM on approved FMLA. This option is used in order to track FMLA hours and reduce sick leave balance at the same time.

SFCC Faculty Annual Leave Time Off (New) FMLA

Annual time off for faculty employees at SFCC on approved FMLA. This option is used in order to track FMLA hours and reduce annual time off balance at the same time.