

**MousePaw Media
Leave of Absence Request**

Date: _____

Employee Name: _____

Employee ID: _____

Supervisor: _____

Leave Type

Personal Academic/Work Medical/Emergency Filed After the Fact

Start Date: _____ Return Date: _____

Use Wellness Time?: _____ hours

May be used for any reason.

Use Sick Time?: _____ hours

May only be used for medical (self/family) or emergency.

Details

Supervisor Use Only

Approved Denied

Start Date: _____ Return Date: _____

Absence Duration: _____ hours

Time-Off Allotment Use

Vacation: Use _____ hours

Borrow: _____ hours

Grant: _____ hours

Sick: Use as above.

Borrow: _____ hours

Grant: _____ hours

Wellness: Use as above.

Details

**MousePaw Media
Leave of Absence Request**

By signing this form, you, the employee, confirm that you understand and agree to the following terms of the Leave of Absence.

During the approved time period, you are released from all duties relating to your employment at MousePaw Media, including check-in emails, time requirements, and meetings.

The following terms apply to your Leave of Absence; however, if this form is being filed after the fact in relation to authorized use of Sick Time, the following terms do not apply to you.

On the specified return date, you must contact your supervisor in email, by phone, or in person before 11am Pacific Time. Extensions to leave of absence must be requested and submitted separately on a fresh copy of this form.

If you are under contract, your Time-Off Allotments will be used to cover your time commitments during your Leave of Absence, as indicated by your supervisor on the finalized request. The balance of any Time-Off not used during this Leave of Absence will be credited back to you.

Failure to contact your supervisor by the return date shall be considered an unauthorized absence, and failure to resume duties of employment following this and immediately subsequent leave(s) of absence shall be considered grounds for termination of employment.

Employee Signature

Date

Supervisor Signature

Date