



City of Petaluma
Request for Leave or Notification of Absence

To be completed by Employee

Employee Name: _____ Employee No: _____

Position: _____ Department: _____

Check one: Request for Leave Notification of Absence

Dates of Request for Leave or Absence: From: _____ To: _____

Total number of hours, days or shifts requested or absent from work: _____

Leave Requested:

- Administrative Bereavement Compensatory (CTO) Furlough
 Jury Duty Military Sick Leave Without Pay
 Family Medical Leave Act (FMLA) Vacation Other _____

Employee Signature: _____ Date: _____

To be completed by Supervisor or Department Director

Check one: Leave Approved Leave Disapproved

Check one: Absence Scheduled Absence Unscheduled

Supervisor or Department Director Signature: _____ Date: _____

City Manager's Signature (if required): _____ Date: _____

BEREAVEMENT LEAVE: Refer to your MOU.

FMLA: Pursuant to the Family and Medical Leave Act of 1993, FMLA leave may be granted to an employee who has been employed for at least 12 months by the City of Petaluma and who has provided at least 1,250 hours of service during the 12 months before leave is requested. The leave may be granted for a total of 12 weeks. (See Human Resources for additional information and the required documentation).

JURY DUTY: An eligible employee who is summoned to appear as a trial juror shall be entitled to jury duty leave. Employees must submit proof of jury duty service and will be paid the difference between the employee's full salary and any payment received by the courts, except travel costs.

LEAVE WITHOUT PAY: Refer to your MOU for details. **Requires City Manager's signature.**

MILITARY LEAVE: Leave shall be granted to eligible employees in accordance with State and Federal laws and City of Petaluma Resolution No. 2004-200 N.C.S.

SICK LEAVE: When absence is for more than three days, the employee may be required to provide a physician's verification of absence.

VACATION: Submit leave request form at least two weeks prior to the time you plan to take vacation. Vacation leave shall not be taken or considered authorized until approved by the Department Supervisor or Director.