

Leave Requests

Employees should see their supervisors for information on their unit's leave request procedures. Leave must be requested, approved or disapproved, and reported, in accordance with the unit's procedures, on one of the following two leave forms:

- Request for Leave (UoW 2035)
- Request for Leave or Reduced Work Schedule – Serious Health Condition, Family Serious Health Condition, Parental Leave (UoW 2034)

For information on University of Washington leave policies, see the University's Web page on [Employee Leave Information](#).

Annual leave, Compensatory Time, and Personal Holiday must be requested and approved in advance in accordance with departmental procedures.

For contract classified and classified staff, accrued annual leave over 240 hours must be used by the employee's anniversary date.

Family and Medical Leave or Family Care Leave should be requested on the form "Request for Leave or Reduced Work Schedule – Serious Health Condition, Family Serious Health Condition, Parental Leave"(UoW 2034). For further information see the University's Web page on [Family and Medical Leave and Family Care Leave](#)

Civil Duty Leave

Civil Duty Leave may be granted to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties. For further information, see the Facilities Services procedure and guidelines for [Civil Duty Leave](#).

Bereavement Leave

In accordance with the University's policies on [Bereavement Leave](#), bereavement leave is granted for the death of a family or household member. For further information, see the Facilities Services procedure for Bereavement Leave.

Military Leave

Employees who are called to active duty in any of the uniformed armed service branches and their reserves, the US Coast Guard, the National Guard and the uniformed branches of the US Public Health Service receive 15 work days of paid military leave annually from October 1 through September 30. In addition

employees called to active duty are eligible for up to five years of unpaid military leave without pay with specified return to work rights.

The University's Web page on [Military Leave](#) provides detailed information about military leave and an employee's return to work rights, as well as forms to assist employees in planning for and requesting a military leave of absence.

Facilities Services employees requesting military leave should attach a copy of their orders to their Facilities Services "Request for Leave" form.

Supervisors: for assistance in responding to a request for Military Leave, contact the Facilities Services Human Resources Administrator. [Click here](#) for a sample letter to approve an employee's request for Military Leave.

Shared Leave

The shared leave program allows eligible state employees to donate part of their accumulated annual leave, sick leave and/or personal holiday hours to co-workers whose own accrued leave has been depleted because of extraordinary illness.

The University's [Shared Leave](#) web page provides forms for requesting or donating shared leave, and detailed information about shared leave eligibility and administration.

An employee wishing to request or donate Shared Leave should submit the request or donation form directly to her/his supervisor.

Requests to receive or donate shared leave are to be routed, along with the employee's leave record, as follows:

1. to the unit's Director for approval and signature
2. to the Facilities Services Human Resources Administrator (for Shared Leave donations the FS HR Administrator will obtain the signature of the Director of Finance & Administration)
3. to the University's Human Resources Operations office for approval and processing

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rev 1/06