

# Request for Paid Leave of Absence— Unclassified Employees Under MSUAASF Agreement

\_\_\_\_\_  
(Employee ID Number)

\_\_\_\_\_  
(Name of Employee)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Application is hereby made for paid leave of absence in accordance with the Agreement between the Minnesota State University Board and MSUAASF. Employee should consult his/her contract for a more detailed statement of leave provisions.

**Date of Leave:**

From: \_\_\_\_\_ thru \_\_\_\_\_ Totaling \_\_\_\_\_ or \_\_\_\_\_  
(hour) (date) (hour) (date) (hours) (days)

**Type of Leave: (Check one)**

**Vacation Leave:** Actual working days, excluding Saturday, Sunday, and any holiday which may fall within the vacation. Unused vacation leave must be reduced once during the fiscal year to two hundred seventy-two (272 hours)

**Sick Leave:**  Illness  Injury/Disability  Injury (work-related)  
 Medical Appointment  
 Illness-Immediate Family (relation)

"Immediate family" shall be defined to include the spouse or the parent, stepparent, child, step-child, grandchild, brother, sister, grandparent, or ward of the ASF member or ASF member's spouse, or other residents of the ASF member's household.

**Bereavement Leave:** The use of a reasonable period of bereavement leave, up to 5 days per occurrence, shall be granted in case of a death in the immediate family. The term "Immediate family" is defined to include the spouse or the parent, step-parent, child, step-child, grandchild, brother, sister, grandparent, or ward of the ASF member, or ASF member's spouse, or other residents of the ASF Member's household. Leave of longer than five (5) days may be granted by the President. All other bereavement leave in case of death of other relatives of the spouse shall be deducted from sick leave.

Family Relation: \_\_\_\_\_

**To be filled in by the Human Resources Office**

Bereavement Leave to be deducted from Sick Leave.  Yes  No  
Does the above sick or bereavement leave qualify as an FMLA Leave?  Yes  No

**Emergency Leave / Personal Leave:** An ASF member, who has at least six (6) months of service within MnSCU, may be granted up to four (4) non-consecutive days (non-cumulative) leave per fiscal year for personal situations necessitating the absence of the employee from the University. **Personal leave may be taken only in full day increments.** Personal days shall be used one day at a time (e.g. not on successive work days. NOTE: Does not include Fridays and Mondays). At the President's discretion, personal leave may be granted on consecutive days and/or during an ASF member's first six (6) months of service. The President's discretion under this section shall not be grievable.

Type of Situation \_\_\_\_\_

**Military Leave:** ASF members who are members of the State or Federal armed services are entitled to leave of absence with pay of (fifteen) 15 working days per calendar year as defined in Minnesota Statutes Sections 190-192. **(Attach copy of orders)**

**Court Related:** Employees shall be granted a paid leave of absence for:

- Service upon a jury or waiting in a jury pool. **(attach papers)**
- Appearance before a court in response to subpoena or other direction by proper authority for purposes other than those created by the ASF member of the ASF member organizations. **(attach papers)**
- Attendance in court in connection with an ASF member's official duty, such attendance including the time required in going to the court and returning to the ASF member's place of work. **(attach papers)**

**Adoption Leave:** Up to thirty (30) days leave per occurrence shall be granted by the President. Adoption leave shall be deducted from sick leave.

**Approvals:**

Administrative Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Area Vice-President \_\_\_\_\_ Date \_\_\_\_\_