

SICK LEAVE POOL REQUEST FOR LATE SUBMISSION OF HOURS

This request for use of Sick Leave Pool (SLP) hours is submitted outside the required time frame according to SLP Procedures. The request to use SLP hours was delayed for one (1) or more of the following reasons below:

Employee Name: _____

GEMS Employee ID #: _____ Department: _____

Pending FMLA

Pending receipt of medical documentation from a certified Healthcare Provider.

All required documentation was not submitted in a timely manner by the Attendance and Leave Coordinator(s).

Other _____

To be completed by Supervisor and A&L Coordinator:

Supervisor Name

Supervisor Signature or Designee

Attendance & Leave Coordinator Name

Attendance & Leave Coordinator Signature

Date

Date

If you have any questions or concerns please contact the SLP Administrator at 974-5717.