

Request for Personal Leave of Absence

I, _____ am hereby requesting a personal leave of absence. The dates for which I am requesting leave are _____ to _____ and will return to work on _____.

I am fully aware that this is a personal leave of absence and I agree to the conditions listed below:

1. A personal leave of absence does not guarantee a job when an employee returns to work.
2. Should a leave of absence be taken during a holiday, no holiday pay will be given.
3. The employee will be responsible for paying their portion of any and all insurance premiums to Tempco while on leave.
4. Should the employee fail to return to work on the day noted above, it will immediately be considered as job abandonment. The employee will then lose his/her seniority and the benefits that go along with it. Should Tempco elect to reinstate the person, he/she will have to start as a new employee.

AGREED:

Employee

Department

Department Manager

Human Resources Manager

Date

Approved Not approved