

HPHY Leave Request & Schedule Adjustment Form



Personal Information

First Name

Last Name

Type of Request

Type

- Vacation Leave
- Personal Leave
- Sick Leave
- Schedule Adjustment

From

To

**Is this request
outside the
schedule
submission
deadline?**

Yes
No

**Describe your
request:**

SCHEDULE ADJUSTMENT REQUEST:

A schedule adjustment is defined as a change from standard office hours, for a defined period of time, to accommodate a work/life balance opportunity.

- Request for leaves will be evaluated first, followed by requests for schedule adjustments.
- Build-in transition time and consider breaks and meal times carefully, using CBA guidelines.
- Submit the HR approval form with the schedule adjustment if you would like the staff tuition rate.
- Performance concerns may influence schedule adjustment request outcome.

**Describe your
request:**

Detail the adjusted schedule you are requesting; days of the week, duration, times, etc.: