

# Richmond Community College

## REQUEST FOR EDUCATIONAL LEAVE

This form and the required attachments are to be completed and submitted to your supervisor at least one (1) month prior to the start of the requested leave. Attach a copy of the calendar of the college you plan to attend.

<b>Employee Name:</b> _____		
<b>University:</b> _____	<b>Begin date:</b> _____	<b>End date:</b> _____
<b>Course(s) for which leave is requested:</b> _____		
<b>This leave request is for:</b> <input type="checkbox"/> Full-time leave <input type="checkbox"/> With pay <input type="checkbox"/> Part-time leave <input type="checkbox"/> Without pay (If requesting full-time leave, then the maximum duration with pay is one semester, without pay is one year.)		
<b>Part-time leave requests only:</b> list the day(s) and time for which you are requesting leave _____		
<b>Benefit to Employee (include educational goal):</b> _____		
<b>Benefit to the Employer:</b> _____		
<b>Employee Signature:</b> _____		<b>Date:</b> _____

<b>Supervisor</b>	
<input type="checkbox"/> I hereby recommend approval of this request for leave as indicated above. <input type="checkbox"/> I hereby disapprove this request. <input type="checkbox"/> I hereby recommend approval of this request with the following modifications: _____ _____ _____	
<b>Supervisor signature:</b> _____	<b>Date:</b> _____
<b>Vice President</b>	
<input type="checkbox"/> I hereby recommend approval of this request for leave as indicated above. <input type="checkbox"/> I hereby disapprove this request. <input type="checkbox"/> I hereby recommend approval of this request with the following modifications: _____ _____ _____	
<b>Vice President signature:</b> _____	<b>Date:</b> _____
<b>President</b>	
<input type="checkbox"/> I hereby approve this request for leave as indicated above. <input type="checkbox"/> I hereby disapprove this request. <input type="checkbox"/> I hereby approve this request with the following modifications: _____ _____ _____	
<b>President signature:</b> _____	<b>Date:</b> _____