

# OFFICE OF THE CITY ATTORNEY

## Request for Leave of Absence

Employee's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Dates of Leave	Type of Leave	Total No. Work Days	Specific Time (example: 1:30-5:00)	Total No. of Hours

\*Provide Details \_\_\_\_\_

I will submit all my **DAILY ACTIVITY SHEETS** and **TIME CARDS** to the appropriate individual through the last day worked before leave commences:      \_\_\_\_\_ Yes      \_\_\_\_\_ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Your request for leave as reflected above is      \_\_\_\_\_ Granted      \_\_\_\_\_ Denied

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head

\_\_\_\_\_  
Date

**General Leave Codes:**

Vacation – **VAC**

Extra Vacation Day Used – **EVD**

Comp Time Used – **CTU**

Personal Sick Leave – **SCK**

Sick Leave Without Pay – **SLV**

Voluntary Leave Without Pay – **VTN**

*(maximum of 60 days a calendar year)*

\*Authorized Leave Without Pay – **ANP**

Floating Holiday - **FHD**

Jury Duty – **JDL**

Management Leave Taken - **MLT**

Maternity Leave Without Pay - **MLV**

\*Family Death leave - **FDL**

\*Family Death Leave Without Pay – **FDNP**

Floating Furlough Day Used – **FFD**

Other Paid Leave – **OPA** (*Attend conference, seminar, workshop, etc.-- non-attorney staff only.*)

**Family and Pregnancy Disability Leave Codes**

Family Leave Charged to Sick Leave – **FAM**

Family Leave Charged to Comp Time - **CTUFL**

Family Leave Charged to Vacation leave – **VACFL**

Family Leave Without Pay – **FLNP**

Family Leave Charged to Management Leave – **MLTFL**

Voluntary Leave Without Pay

for Family Leave - **VTNFL**

*(maximum of 60 days)*

Pregnancy Disability Leave Charged to Sick Leave - **PDS**

Pregnancy Disability Leave Without Pay - **PDLNP**

**Important Information:** You may be entitled to Family Leave under the law and under City of Oakland AI 567. However, any family leave for which you claim mandatory entitlement **must** be requested in advance of absence and the reasons for the leave must comport with law and the above AI. In addition, the City is entitled under the appropriate circumstances to charge your mandatory family leave bank or, when applicable, your pregnancy disability leave entitlement, even if you do not request such a charge, since the number of days of an employee's entitlement to family leave or maternity leave is limited.

**Note: Some leaves may require additional approvals. Refer to Personnel Manual Rule 8, appropriate MOU and/or Administrative Instructions (AIs) for requirements.**