



# Leave Administration Form

Submit form to **HR Leave Administration** by email ([HR.LeaveAdmin@pima.gov](mailto:HR.LeaveAdmin@pima.gov)), fax (520-791-6514), or mail (150 W Congress, 4th floor, Tucson, AZ 85701)

## Type of Request

Effective Date: \_\_\_\_\_ New Change End

## Employee Information

Employee Name	EIN	Employee Work Schedule (Days # hours)
Department	Supervisor's Name	Supervisor's Phone
Employee Work Phone	Employee Home Phone	Employee Cell Phone

If needed, HR Leave Administration may send information to the email(s) below.

Employee work email address: \_\_\_\_\_

Employee home email address: \_\_\_\_\_

## Leave Category/Reason (Select all that apply)

Administrative (Paid)	Workers' Comp(ICA)	FMLA Adoption/Foster	Est. Placement Date _____
Parental (Partially Paid)	Military Paid	FMLA Birth	Estimated Due Date _____
Humanitarian/Personal	Short Term Disability	FMLA Caregiving	* List Name, relationship, & age in Details.
Candidacy	Victim	FMLA Military Care	* List Name, relationship, & age in Details.
Education	School Closure Leave	FMLA Military Exigency	* List Name & relationship in Details.
Best Interest of County		FMLA Self	Employee is Hospitalized at _____
Medical LOA (not FMLA)			New Condition Yes No Unknown

## Leave Frequency

	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Continuous	_____ to _____	unknown
Intermittent	_____ to _____	unknown
Is there a change to scheduled hours?	Yes No	New Hours per week _____

FMLA Information: Name(s), Relationship(s) and Age(s):  
**DO NOT INCLUDE ANY MEDICAL INFORMATION OR CONDITIONS ON THIS FORM.**

Documents attached per Administrative Procedure: (Examples: approval, work status information, military orders, letters, etc.)

**Be advised that your medical documentation may be referred to County Personnel who administer FMLA, Workers Comp, ADA or Long Term Disability**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Leave Administration use only:**

Class Code:	eTime
Days worked:	EV5
Qualifying hours:	Approved / Denied _____

HR Leave Administration may be contacted by email [HR.LeaveAdmin@pima.gov](mailto:HR.LeaveAdmin@pima.gov) or phone 520-724-8076.