



## Unpaid Leave of Absence Request Form

An unpaid leave of absence is available in certain circumstances as described in Alto's Company Handbook policy. Employees who meet the eligibility criteria for a leave of absence must complete this form at least 2 weeks prior to the commencement of leave or as soon as practicable in the event of an unforeseeable absence. Please note:

- All leaves of absence must be approved in advance by human resources (HR) and the employee's supervisor.
- If the dates of requested leave change, a new leave of absence request form must be submitted for approval.
- An approved unpaid leave of absence will be granted up to eight (8) weeks.
- An approved unpaid leave of absence may be extended if, prior to the end of your leave, you submit a written request for an extension to management and human resources and the request is granted.
- During your leave, you will not earn vacation, personal days, or sick days.
- If the leave is requested for medical reasons and you are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted.
- Employees on an unpaid leave of absence are responsible for payment of insurance premiums as agreed upon with HR prior to the commencement of leave.
- Employees returning from a leave of absence must contact HR at least one week in advance of the projected return date.

*See Alto's Company Handbook for the full details on unpaid leaves of absence, including eligibility.*

This form should not be used to request leave under the Family and Medical Leave Act (FMLA) or to request leave as an accommodation under the Americans with Disabilities Act (ADA). Employees should consult with HR to request leave under the FMLA or ADA.

### ***To be completed by the employee:***

Date of request: \_\_\_\_\_ Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Employee status: ( ) Exempt ( ) Nonexempt ( ) Full time ( ) Part time

Requested leave dates (mm/dd/yy): \_\_\_\_\_ to \_\_\_\_\_.

Reason for the leave of absence: \_\_\_\_\_

\_\_\_\_\_.

I have read and fully understand the information contained in Alto's leave of absence policy.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**To be completed by the employee's supervisor:**

Leave request is: \_\_\_\_ Approved \_\_\_\_ Not approved

If not approved, provide an explanation: \_\_\_\_\_

\_\_\_\_\_.

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by HR:**

Leave request is: \_\_\_\_ Approved \_\_\_\_ Not approved

If not approved, provide an explanation: \_\_\_\_\_

\_\_\_\_\_.

HR employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's last day worked: \_\_\_\_\_ Employee's return-to-work date: \_\_\_\_\_

Insurance to be continued and the weekly/monthly cost to employee:

Medical ( ) Yes ( ) No ( ) N/A \_\_\_\_\_ \$

Dental ( ) Yes ( ) No ( ) N/A \_\_\_\_\_ \$

Other: \_\_\_\_\_ ( ) Yes ( ) No ( ) N/A \_\_\_\_\_ \$

Total insurance premium due per week: \$ \_\_\_\_\_

Total insurance premium due per month: \$ \_\_\_\_\_