



### Unpaid Leave of Absence Request Form

An unpaid leave of absence is available in certain circumstances as described in Elites's Employee Guide. Employees who meet the eligibility criteria for an unpaid leave of absence must complete this form at least 30 days prior to the commencement of leave or as soon as practicable in the event of an unforeseeable absence. Please see pg. 32 of the Employee Guide for the full details on unpaid leave of 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.
- Employees who do not return within the time specified in this form will be *automatically* separated from the company.
- There is no guarantee of reinstatement to the same or equivalent position. Elite will attempt to place employee in the next available schedule as there is no guarantee that they will be assigned back to their prior scheduled workdays, location or work hours.

*The granting of any unpaid leave is not required under applicable state or federal law is wholly under the Company's discretion.*

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 \_\_\_\_\_.

*File original in the employee's leave records and provide a copy to the employee and the employee's supervisor.*