

# The University of Scranton Personal Leave of Absence Request

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## Part A: Employee Information:

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Personal leave is unpaid. Accumulated sick, personal and/or vacation time may be used, as appropriate, during an approved personal leave.

Staff may be granted permission to work part time while on personal leave, with the approval of their supervisor and Human Resources. working part time during Personal Leave:

For non-Exempt staff: Timecards must reflect number of hours worked and paid time off used, if any.

For Exempt staff: Paid time off used, if any, must be entered into electronic time system. Number of hours unpaid must be reported to Human Resources by email at HR@Scranton.edu NO LATER THAN 11:00 AM

Date