COUNTY of VENTURA **County of Ventura** **Human Resources**	**Leave of Absence Request Steps** 1. Complete LOA Request Form and Payroll Form 2. Review Terms and Conditions 3. Review, Sign, and Submit

EMPLOYEE INFORMATION			
Name (Last, First)		**EID**	
Personal Phone		**Personal Email**	
Preferred Way of Contact	☐ **Phone** ☐ **Email**	**Work Phone**	
Agency		**Department**	
Supervisor Name		**Supervisor Email**	

SECTION I – DATES of REQUEST					
I request ☐ Leave of Absence ☐ Extension of Leave		Change in Reason for Leave			
Last Day Worked		Date Leave Starts		Date Leave Ends	
Request Type ☐ Continuous ☐ Intermittent ☐ Reduced Schedule					

SECTION II – REASON for LEAVE			
☐ Your own serious health condition			
Is the injury work related ☐ Yes ☐ No		Injury Date	
☐ Pregnancy		Estimated Due Date	
☐ Bonding			
☐ Newborn ☐ Adoption ☐ Foster Placement		Date Born/Acquired	
☐ You are needed to care for family member/designated person due to a serious health condition			
Name		Relation to you	
☐ You are needed to care for your family member who is a **covered servicemember** with a serious injury or illness			
Name		Relation to you	
☐ A **qualifying exigency** arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status.			
Name		Relation to you	
☐ Military Service Leave (attach Military Service Notification & Orders)		☐ Emergency Rescue Personnel Leave	
☐ Donor Leave			
☐ Bone Marrow Donation			
☐ Organ Donation			
☐ Other Reason or Requests (e.g., Personal, Educational, Organizational) Explain:			

I certify the information given above is true and correct to the best of my knowledge. I agree to notify my supervisor, agency human resources, and/or designee of any changes to my leave circumstances and provide updated medical certification as required. Should my leave be approved, I will adhere to all its terms and conditions. Non-compliance with this agreement may result in a comprehensive review under applicable rules and regulations, potentially leading to disciplinary action.

Employee Signature		Date	