



Arizona State Schools for the Deaf and the Blind
LEAVE REQUEST FORM – EMPLOYEE TIME ENTRY (ETE) Form 100
Supervisor's File Only

Staff Member's Name (Print): _____ Signature: _____

School/Program (Department): _____ Date: _____

All requests for leave require Prior Supervisor Approval (GCC and GCC-R)
 Policy and regulatory codes referenced in parenthesis ()
 Staff Members are responsible for execution of requests, use of leave and accuracy in time entry.
 Supervisors are responsible for staffing, review and approval of staff members' requests and time entry.

Employee Time Entry (ETE) www.yes.az.gov

Technical Assistance with YES and/or ETE program, please contact HRIS Help Desk at 602.542.4700 or HRISHelpDesk@azdoa.gov

I request approval to be on leave or was absent on:

Date(s) of Leave: _____ to _____ Number of Hours: _____

Explanation:

Employees must make reasonable effort to schedule leave as to not unduly disrupt the operations of the employer.

- 300 ANNUAL (GCD, GCD-R)
 - 310 SICK (GCCA, GCCA-R) if more than 3 work days contact HR Benefits for FMLA Leave.
 - 311 FAMILY SICK LEAVE (GCCA) immediate family up to 5 days, per year for other than those in immediate family.
 - 322 HOLIDAY (GCD, GCD-EA, EB, EC) pre-approved altered holiday schedule within current fiscal year.
 - 330 COMPENSATORY (GCC) if designated by non-exempt staff members.
 - 340 BEREAVEMENT (GCCH) Specify Family Relation. if more than 3 work days use Form 100-ADM.
 - 350 CIVIC DUTY (GCCD, GCCD-R) Legal and Civic Duties.
 - 360 EDUCATIONAL (GCCE, GCCE-R) if more than 3 work days use Form 100-ADM Conferences/Visitations/Workshops.
 - 640 LEAVE WITHOUT PAY (GCCC, GCCC-R) if more than 5 days per fiscal/school year contact HR Benefits for FMLA.
 - 877 PERSONAL TIME (GCCB, GCCB-R) may not be granted if before/after break/holiday, school year begin/end
- Concurrent with FMLA (GCCC, GCCC-R).** Pre-approval required using Leave Forms 100-ADM and 100-FMLA.

Select applicable leave(s) from above that will be used under FMLA.

NOTE: For INDUSTRIAL, after leave type, select (IN) under AC Attendance Code in ETE (GCCA, GCCA-R).

Supervisor: _____ Date: _____ Approved Disapproved

Please use Leave Form(s) 100-ADM and/or 100-FMLA for **Agency Approval** - (processed through Human Resources Benefits)

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| Bereavement (GCCH) if up to 5 days | Leave Without Pay (GCCC, GCCC-R) if more than 5 work days |
| Educational (GCCE, GCCE-R) if more than 3 days | Maternity (Non-FMLA) (GCCA, GCCA-R) 45 calendar days |
| FMLA (GCCC, GCCC-R) eligibility and designation(300F, 301F, 311F, 320F, 322F, 330F, 340F, 630F, 640F) | Military (GCCD, GCCD-R) official orders |