



Personal leave may be taken for situations that do not fall within the provisions of other university leave categories. Please refer to the [Time Off and Leave Guide](#) for more information on personal leave.

Coordination with Paid Time Off

- Employees are required to exhaust all accrued annual time before taking unpaid time.
- If an employee is requesting personal leave for a reason that falls under the [university's sick time policy](#), sick time exhaustion will be required as well.
- During periods of unpaid absence, annual and sick time may be pro-rated.

Length of Service

- **Less than six (6) month of service:** can request up to 10 workdays
- **Six (6) or more months of service:** can request up to 90 workdays (or more)

How to Apply for Personal Leave

Step 1: Complete this Personal Leave Request Form in full, and forward it to your manager for sign-off.

Step 2: Return the **completed and signed** form to Benefits via email at timeoff@gwu.edu.

Employee Information

Name _____ GWID _____

Phone Number _____ Email _____

Best Contact Method during Leave Email Phone

Reason for Leave _____

Does this request fall under GW sick time policy? Yes No

Leave Request and Authorization

Begin Date _____ Return Date _____

Employee Signature _____ Date _____

Manager Signature _____ Date _____