



**Human Resources**  
 820 N Michigan Ave., Chicago, Illinois 60611  
 (312) 915-6175 | Fax (312) 915-7612  
[www.luc.edu](http://www.luc.edu)

## Request for Leave of Absence (LOA)

For general leaves of absence, a "Request for Leave of Absence" form must be completed and submitted to department head for approval. If approved, the department head should sign and send the request to Human Resources for approval. Please refer to the Human Resources website for more detailed information regarding the LOA policy at [http://www.luc.edu/hr/policy\\_loafmla.shtml](http://www.luc.edu/hr/policy_loafmla.shtml)

Employee Information:			
Name: _____	SS#: _____	Leave contact phone number: _____	
Dept: _____	Title: _____	FTE: _____	Hire Date: _____
Print name of Supervisor: _____			Ext: _____
Leave Information:			
Start date for LOA: _____		Anticipated return date: _____	
Reason for request:			
Signature of employee: _____ : Date _____			
Approvals:			
Dept Supervisor: Signature: _____ Date: _____			
Second level review: Signature: _____		<input type="checkbox"/> Position held for max of _____ (length in calendar days) <input type="checkbox"/> Position not to be held.	
HR: _____ (initial here) Comment: _____			