



LEAVE OF ABSENCE REQUEST
Part-time Operator Request Form
Medical/FMLA, Military & Personal Emergency

I, _____, request a leave of absence from Blacksburg
Transit for _____ days, from _____ through _____.

NOTE: These dates (from & through) must match the W2W request to be considered.

Reason for leave:

_____ Medical/FMLA
_____ Military – Expected Duration _____
_____ Personal Emergency (Non-Medical) _____
_____ Other (Non-Medical) _____

By signing below you acknowledge:

- It is your responsibility to ensure your LOA has been granted.
- Do not assume your LOA is approved until you receive approval on W2W.
- LOA's are not considered until the W2W request and LOA form are completed
- If you do not return to work within the two-week pay period following the end of any approved LOA, you will be considered to have voluntarily resigned your position.
- You must sign the LOA Form when you return to work.

Operator Signature _____ **Date:** _____

Return completed form to the Dispatch Office at least two weeks prior to the first day of desired LOA or as soon as possible for medical and emergency leaves. (Dispatch give completed forms to Harland Brown)

Date of first shift worked after approved leave of absence: _____

Return to work signature: _____ **Date:** _____

Date for return to work test due (where applicable): _____

Please mark one:

- ☐ **Approval:** I received and approved this Leave of Absence.
- ☐ **Denial:** I received and denied this Leave of Absence.

Signature: _____ Date: _____
Harland L. Brown, Operations Manager

(Harland give approved & denied forms to Jennifer Barnett)



Operator Handbook May 2021

4. Leave of Absence (LOA)

A LOA request must be submitted for an absence of 7 or more consecutive days. A LOA pertains to personal emergencies, medical reasons, and/or breaks. All employees must submit a written notice for LOA at least two weeks prior to the desired time off. All necessary paperwork can be turned in to a member of the Operations Supervisory Staff. The Operations Manager or designee has the authority to approve or deny LOA's. A LOA is not approved until the employee receives notification from W2W. Any operator who fails to return to work within the two week pay period following the end of the approved LOA may be terminated. The only exception to this is in the event of a Military leave of absence.

4.1. Break Service LOA's

Breaks include: Thanksgiving Break Reduced Service, Winter Break Reduced Service, and Spring Break Reduced Service. For information on Summer Break Reduced Service LOA please refer to section 4.2. In addition, all LOA requests for breaks must fall within the specified dates which can be found on the current LOA form. Employees will not be allowed to request days off that fall outside of the specified dates for break LOA's.

4.1.1. Operator I's

Operator I's will not be required to fill out a LOA form for Thanksgiving Break Reduced Service, Winter Break Reduced Service, and Spring Break Reduced Service, if they do not have an assigned Reduced Service runcut.

4.1.2. Access II's and Operator II's

Access II's and Operator II's will not be required to fill out a LOA form for Thanksgiving Break Reduced Service, Winter Break Reduced Service, and Spring Break Reduced Service, if they do not have an assigned Reduced Service runcut. However, if an Access II or an Operator II has a Reduced Service runcut then they will be required to fill out a LOA, if they need time off during break service.

4.2. Summer Service LOA's

All employees that do not have assigned shifts during Summer Break Reduced Service and/or do not intend to work during Summer Break Reduced Service must submit a written notice and request on W2W, for LOA, at least two weeks prior to the desired time off.

4.3. Medical LOA's

Full-time and part-time wage employees who believe they may qualify for a leave under the Family and Medical Leave Act (FMLA) should contact the Human Resources Generalist to determine eligibility. The employee must also notify the Operations Manager or designee of any upcoming absences. Refer to the Town's Personnel Rules and Regulations section 5.8, for more information on FMLA. If a part-time wage employee does not qualify for FMLA, the employee may be granted up to a maximum of six weeks LOA within a rolling 12 month period. Along with the LOA form, the operator must provide a note from their medical provider stating they cannot work. A part-time wage employee may also be granted up to two weeks within a rolling 12 month period for a serious medical condition for family members as defined by the FMLA. BT's family and medical LOA's are not in addition to the allotted time granted under FMLA. Requests should be coordinated with the Human Resources Generalist.

4.4. Military Leave

An employee entering active military duty shall have his/her job status protected in full compliance with Federal and State requirements. Employees who are members of the National Guard, Reservists, or the Virginia State Defense Force and National Defense Executive Reserve shall be granted time away from work according to the Uniformed Services Employment and 16 Reemployment Rights Act (USEERA). The employee is responsible for providing Human Resources with a copy of the military orders for the employee's military service.

****Full-time employees can refer to the Town's Personnel Rules and Regulations section 5 ****