



**REDUCED SERVICE LEAVE OF ABSENCE REQUEST**  
Part-time Operator Request Form  
Reduced Service Only

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. The requested date on W2W determines the two-week minimum deadline.

**Reason for leave:**

\_\_\_\_\_ Summer Break (leave can be taken between May 13, 2021 and August 21, 2021)

Please check one reason:

\_\_\_\_\_ Return home/travel for summer      \_\_\_\_\_ School/other employment  
\_\_\_\_\_ Other Reason \_\_\_\_\_

**Access II's and Operator II's: (If you have an assigned Reduced Service runcut)**

\_\_\_\_\_ Thanksgiving Break      \_\_\_\_\_ Winter Break      \_\_\_\_\_ Spring Break

By signing below you acknowledge:

- It is your responsibility to ensure your LOA for Reduced Service 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. (Dispatch give completed forms to Phil Andes)*

*To change your mailing address during LOA please see Transit Human Resources Generalist.*

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Date of first shift worked after approved leave of absence: \_\_\_\_\_

**Return to work signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date for return to work test due (where applicable): \_\_\_\_\_  
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**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