



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 12, 2022 and August 20, 2022)

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.

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

Revised 2/22/22