

Illinois State University  
Office of Human Resources  
**Request for Civil Service Personal Convenience Leave**

---

A Personal Convenience Leave without pay is designated to offer time off the job in addition to earned vacation. All accumulated vacation benefits and accumulated compensatory time must be used before a personal convenience leave will be granted. Employees on Personal Convenience Leave are eligible for health insurance if they pay the full cost of the insurance.

I. To be completed by the person requesting leave:

Name: \_\_\_\_\_ UID #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Department: \_\_\_\_\_ Classification: \_\_\_\_\_  
Dates requested: From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for leave: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

II. To be completed by the immediate supervisor:

Approved How will work be covered? \_\_\_\_\_  
 Disapproved Reasons: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

III. To be completed by the department chair / director:

Approved How will work be covered? \_\_\_\_\_  
 Disapproved Reasons: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV. To be completed by the staff administrator / dean:

Approved  Disapproved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. To be completed by the human resources director:

Approved  Disapproved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_