

# **Kean University - Sick Leave Request Form**

*For Students Employees & Academic Specialists*

Employee Name \_\_\_\_\_ ID # \_\_\_\_\_

Employee Email \_\_\_\_\_ Dept/Unit \_\_\_\_\_

Dates and/or Time off requested \_\_\_\_\_

## Acceptable Reasons to Use Earned Sick Leave:

- ❖ You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- ❖ You need to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- ❖ You or a family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling, or to prepare for legal proceedings.
- ❖ You need to attend school-related conferences, meetings, or events regarding your child's education; or to attend a school-related meeting regarding your child's health.
- ❖ Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

*I am requesting to use my earned sick leave for one of the acceptable reasons listed above.*

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

For further details regarding sick leave, you may consult with your supervisor/manager or refer to the Kean University Sick Leave Guidelines for Student Employees and Academic Specialists. You may also contact Megan Robinson (908-737-3315 or [merobins@kean.edu](mailto:merobins@kean.edu)) in the Office of Human Resources.

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- Request Approved
  - Request Denied

\_\_\_\_\_  
Supervisor/Manager Name

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date