Applying For Domestic Violence Leave of Absence

**EMPLOYEE**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Provides police report or court documentation
- Returns completed forms to Leaves Office
- In Person:
  6400 Uptown Blvd. NE
  Suite 210 East Tower
- By Mail:
  HR-Leaves Office
  P. O. Box 25704
  Albuquerque, NM 87125
- Secures Substitute, if required

**LEAVES OFFICE**
- Processes and mails approved/denied leave letter to employee’s home address
- Copy sent to Principal/Supervisor

**PRINCIPAL/SUPERVISOR SECRETARY**
- Applies correct Leave of Absence Codes for Payroll reporting
- Tracks FMLA Usage

**QUESTIONS**
- Extended.Leaves@aps.edu
- (A-L) 889-4886
- (M-Z) 889-4865