Applying for Extended Personal Leave

**EMPLOYEE**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Completes Statement Page
  - Not all employees are eligible for a Personal Leave
  - Employees **not** covered by ATF, AEAA, ASCA must have Supervisor’s approval on Statement Page
- Employee returns completed forms to Leaves Office 30 days prior to extended leave start date.
- In Person:
  6400 Uptown Blvd. NE
  Suite 210 East Tower
- By mail:
  HR-Leaves Office
  P.O Box 25704
  Albuquerque, NM  87125

**PRINCIPAL/SUPERVISOR**
- If applicable, Supervisor approves/denies request for leave
  *Not all employees are eligible for a Personal Leave
  *Employees not covered by ATF, AEAA, ASCA must have Supervisor’s approval on Statement Page

**SECRETARY**
- Applies correct Leave of Absence Codes for Payroll reporting

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

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