Applying for Political Leave

**EMPLOYEE**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Completes Statement Page
  *Statement Page does not need to be approved by the Supervisor*
- Provides Proof of Appointment
- 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

**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

**EMPLOYEE**
- Calls to schedule an afternoon reinstatement appointment

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