



Application for Personal Leave

Employees must have completed two years of employment at Bentley before requesting a Personal Leave. A Personal Leave may be granted for education, career development, or other personal needs. Personal Leaves may be granted for a maximum of 12 months.

All Personal Leaves of Absence are at the discretion of Bentley, and certain factors as described in the Personal Leave Policy will be taken into consideration.

Employees on a Personal Leave must use all of their available vacation time and any personal time during a Personal Leave. However, employees do have the option of reserving one week of vacation time. Thereafter, Personal Leaves are unpaid.

To request a Personal Leave, employees must first consult with their supervisors to determine whether business needs would accommodate a Personal Leave. If business needs will allow a Personal Leave, the employee will need to complete this form and submit it to his/her HR Business Partner. Employees must provide as much advance notice as possible of their need for a Personal Leave.

Employee Name: _____

Reason for leave: _____

Leave dates requested: _____

Department: _____

Supervisor: _____

I would like to reserve one week of vacation: Yes _____ No _____

By signing below I understand that at the end of my Personal Leave, Bentley will make a reasonable effort to return me to my former position, if available, or to a similar position for which I am qualified. However, the university cannot guarantee my reinstatement. I also understand that if I do not return to work at the agreed upon date of when my Personal Leave ends, I may be deemed to have resigned my position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____
(My signature indicates my approval)

Date: _____

Please send this completed form to your Human Resources Business Partner for processing.