

NEW MEXICO JUDICIAL BRANCH

GENERAL PERSONNEL POLICY AND PROCEDURE

Reference NMJBPR Part I, Sections 5.02, 5.08, 5.12 & 9.06
NMJBPR Part II, Sections 19.02, 19.08 & 19.12

APPLICATION FOR EDUCATIONAL LEAVE FORM

The request for this leave must be submitted to the employee's immediate supervisor and is subject to the approval of the Administrative Authority.

Employee Name: *(Please print)* _____

Job Title: _____ Hire Date: _____

Telephone: _____ Judicial Entity: _____

Employment Status: Full-time Part-time Scheduled Work Hours: _____

Institution to Attend _____ Class Title : _____

Description of Class: _____

(Additional information may be attached on a separate sheet of paper.)

I request educational leave for the above mentioned class for the period beginning	
_____	and ending on _____
<i>(Month, Day, Year)</i>	<i>(Month, Day, Year)</i>
on _____	from _____ to _____
<i>(Day(s))</i>	<i>(Beginning Time)</i>
_____	I anticipate travel time to be _____
<i>(Ending Time)</i>	<i>(Day(s))</i>
from _____	to _____
<i>(Beginning Time)</i>	<i>(Ending Time)</i>

- I recommend approval of the requested education leave.
- I do not recommend approval of the requested education leave.
(The reasons for denial are listed on the back of this form.)

Supervisor Signature _____ Date _____

- I recommend approval of the requested education leave.
- I do not recommend approval of the requested education leave

Administrative Authority Signature _____ Date _____
Cc: Employee Personnel File