

Nbkc Bank Leave of Absence Request Form

Complete Leave Request Form must be submitted to HR at least 30 days in advance of requested leave date.

EMPLOYEE INFORMATION

Employee Name: _____

Job Title: _____ Status: _____ Department: _____

Personal Email Address: _____ Phone Number: _____

LEAVE REQUEST INFORMATION

This is a new request This is an update to an existing request

Requested Start Date: _____ Anticipated Return Date: _____

TYPE OF LEAVE

Continuous Period of Leave Intermittent or Reduced Schedule Leave

If the request is for intermittent or reduced schedule leave, please describe requested leave schedule below:

REASON FOR LEAVE

- Employee's own serious health condition Military Leave
- Care for Ill Parent, Spouse or Child Other
- Birth/Bonding Victim of Domestic or Sexual Violence

Please describe the reason for your leave request below:

Employee Signature: _____ **Date:** _____

SCAN AND EMAIL COMPLETED FORM TO: Human.Resources@nbkc.com