

REDUCED SERVICE LEAVE OF ABSENCE REQUEST

Part-time Operator Request Form

Reduced Service Only

Blacksburg Transit fordays, fromthrough NOTE: These dates (from & through) must match the W2W request to be considered. The requested date on W2W determines the two-week minimum deadline. Reason for leave:	I,,	request a leave of absence from	
on W2W determines the two-week minimum deadline. Reason for leave:Summer Break (Leave can be taken between May 15, 2025, and August 23, 2025.) Please check one reason:Return home/travel for summerSchool/other employmentOther ReasonSchool/other employmentOther ReasonSpring Break By signing below you acknowledge:Thanksgiving BreakWinter BreakSpring Break By signing below you acknowledge:I to you responsibility to ensure your LOA for Reduced Service has been grantedI on tassume your LOA is approved until you receive approval on W2WDo not assume your LOA is approved until the W2W request and LOA form are completedI fyou do not return to work within the two-week pay period following the end of any approved LOA, you will be considered two weeks prior to the first day of desi	Blacksburg Transit for days, from	through	
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Other Reason	Please check one reason:		
Access II's and Operator II's: (If you have an assigned Reduced Service runcut) Thanksgiving Break Winter Break Spring Break By signing below you acknowledge: It is your responsibility to ensure your LOA for Reduced Service has been granted. Do not assume your LOA is approved until you receive approval on W2W. LOA's are not considered until the W2W request and LOA form are completed. If you do not return to work within the two-week pay period following the end of any approved LOA, you will be considered to have voluntarily resigned your position. You must sign the LOA Form when you return to work. Operator Signature Date: Return completed form to the Dispatch Office at least two weeks prior to the first day of desired LOA, (Dispatch give completed forms to Scheduling and Planning Coordinator.) To change your mailing address during LOA please see Transit Human Resources Generalist. Date of first shift worked after approved leave of absence: Return to work signature: Date: Date for return to work test due (where applicable):	Return home/travel for summer	School/other employment	
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Operations Manager or Designee			
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Revised 2/28/25