

**STATE OF MICHIGAN**

**PERSONAL OBSERVANCE LEAVE REQUEST FORM FOR CULTURAL OR RELIGIOUS PARTICIPATION OR ATTENDANCE**

School and Community Participation Leave received by eligible employees each October 1 may be used for participation in, or attendance at, cultural or religious observances.

School and Community Participation and Personal Observance Leave is not to exceed a total of 8 hours in a fiscal year for all eligible reasons. Request for time off is consistent with the procedures for requesting annual leave. For eligibility and other information, refer to your applicable collective bargaining agreement, or Civil Service Commission Regulation 5.09, Section C., for non-exclusively represented employees.

EMPLOYEE NAME	EMPLOYEE ID NUMBER	
JOB CLASSIFICATION AND LEVEL	DEPARTMENT/AGENCY	
NUMBER OF HOURS REQUESTED (in whole hour increments)	DIVISION	
DATE & TIME OF LEAVE	HOURS USED SINCE LAST 10/1 (Total for School and Community Participation Leave and Personal Observance Leave Including this Request)	
I WILL USE LEAVE FOR (check one):		
CULTURAL OBSERVANCE <input type="checkbox"/> RELIGIOUS OBSERVANCE <input type="checkbox"/>		
EMPLOYEE SIGNATURE	DATE	
<b>SUPERVISOR</b>		
APPROVED - OPERATIONAL NEEDS PERMIT RELEASE <input type="checkbox"/>		
NOT APPROVED - OPERATIONAL NEEDS PRECLUDE RELEASE <input type="checkbox"/>		
SUPERVISOR'S SIGNATURE	DATE	

**Distribution: Human Resource Office, Supervisor, and Employee**