

LEAVE OF ABSENCE REQUEST

NOTIFICATION OF LEAVES, USERRA & FMLA



EMPLOYEE INFORMATION

Employee Name (First and Last)	SiteWatch #	Location #
Job Title	Phone Number	
Street Address	City, State, Zip	

LEAVE INFORMATION

Anticipated Dates of Leave Requested: _____

Detailed Reason for Request	Start Date	Return Date

Workers Comp? Yes No PTO Balance: _____

If you are granted the leave of absence:

1. You are expected to return to work by the above scheduled return date. Should circumstances make it not possible for you to return on the scheduled return date, you may request an extension. A request for an extension may be considered and granted at the discretion of the Company.
2. FMLA eligibility and designation for your leave will be determined by Human Resources. FMLA forms will be provided if applicable.
3. During your leave of absence, whether protected by FMLA or not, health benefits will continue and you are still responsible for your portion of the premiums. You must contact Human Resources concerning continuation of health benefits. Unpaid premiums will result in a cancellation of coverage.
4. You will be required to use your accrued PTO balance while on leave.
5. You are still an employee of Mister Car Wash while on leave. However, if your leave extends beyond 30 days, employment with the company may be terminated unless your leave is covered by FMLA. If your employment is terminated, you may reapply when and if you are ready to return to work. PTO and benefits are subject to a new waiting period based upon the date of rehire.
6. If you accept other employment, file a claim for unemployment insurance benefits or fail to return on the date this leave expires without obtaining an extension, Mister Car Wash will assume you have voluntarily terminated your employment.

Manager Comments

Employee Signature <i>(if available)</i>	Date
Manager Signature	Date