REDUCED SERVICE LEAVE OF ABSENCE REQUEST

Part-time Operator Request Form

Reduced Service Only

I, _____, request a leave of absence from Blacksburg Transit for _____ days, from _____through _____.

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:

_____ Summer Break (Leave can be taken between May 14, 2026, and August 22, 2026.)

Please check one reason:

_____ Return home/travel for summer _____ School/other employment

_____ Other 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.

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