

**Company Leave Request Form – Personal,  
Educational or Political Service**

**Action Required!**  
Provide completed form to your supervisor in advance of your requested leave start date.

**Employee Section**

- You must complete **all** questions on this form and provide this **completed** form to your supervisor.
- Release: By signing below, I certify all information is accurate.

PG&E Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name (Print):	Employee ID:
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**Indicate Type of Leave:**

**Personal:** Please describe the reason for which you are requesting leave. Personal leaves are granted for those personal situations that are *urgent and/or substantial*. If requesting leave to care for an eligible family member (see *Types of Leave Information* for details), are you applying for Paid Family Leave (PFL) benefits?  Yes  No  
If yes, and you have exhausted your 12 weeks of FMLA/CFRA entitlement (and need additional time). Please describe reason: \_\_\_\_\_

If no, please describe reason: \_\_\_\_\_

**Educational** (Non-union-represented employees only): Satisfactory evidence of your admission and continued enrollment is required. This documentation should accompany the Request form when submitted to your supervisor. Continued evidence of enrollment is required and must be submitted to Sedgwick on a quarterly or semester basis to remain on an approved educational leave.

**Political Service** (Non-union-represented employees only)

**Important:** Your leave must be pre-approved by your supervisor. It is your responsibility to discuss your request for leave with your supervisor and provide your supervisor with this form. If your supervisor grants your request for leave, he or she will need to contact Sedgwick, PG&E's Leave of Absence and Long-Term Disability Service Center, to complete the leave process.

**Unpaid Company Leaves:** Please refer to [www.mypgbenefits.com](http://www.mypgbenefits.com) for additional information on the length of leave available and details surrounding job protection during an approved company leave. A few details are below:

- Political Service, Educational and Personal Leaves are granted at the company's sole discretion and based on business need;
- the decision to grant one of the above leaves is made by your supervisor/department; and
- you are not eligible for company leaves if your intention is not to return and continue working for the company at the conclusion of your leave.

**Requested Leave Start Date:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Expected Return to Work Date or Actual Return to Work Date:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Educational leave:**

**Start date of quarter or semester classes:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**End date of current quarter or semester classes:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Final end date of program or classes:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor Section**

**Please return a completed, signed copy of this form to Sedgwick and retain this form for your files.** Indicate below your decision to grant your employee's request for a Political Service, Educational, or Personal Leave of Absence. By signing this form, you have confirmed your review of the Company Leave Guidelines and that your employee qualifies for a leave. If a Personal Leave, please work with your manager and HR representative to determine the situation qualifies as *urgent and/or substantial*.

- HR Representative Consulted:** \_\_\_\_\_
- I  approve/  deny the request. (check one)
- Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return to Sedgwick:**  
Fax: 1-866-856-4862  
Mail: PO Box 14495  
Lexington, KY 40512