

**City of Newport News
Department of Finance
2400 Washington Avenue
Newport News, VA 23607**

Hybrid Exchange of Leave

Leave to be Exchanged – I authorize 40% of my leave to be charged during the period of time during the 125 day period of short term disability approved by the Standard, our third party administrator. This authorization will keep my gross pay at 100% of my pay during this period assuming there is leave available to cover the entire period. I further acknowledge and understand:

1. This election is to be made only during the period of short term disability.
2. This election can be stopped at any time during the 125 day period.
3. The exchange of leave cannot be reinstated after the payroll has been processed.
4. Accrual of leave is earned during the period of time only when utilizing 40% of my leave.

Employee Name

Employee ID

Department

Employee email

Employee Phone Number

Employee Signature

Date