



Notification of Temporary Leave for H-1B Employee

The Department of Labor requires that persons in H-1B status be continually employed in accordance with all terms of H-1B petitions filed by sponsoring institutions. Voluntary, temporary leave based on a personal reason is available to the H-1B employees in certain circumstances when it is in accordance with the policy of Human Resources of your employer.

Please note that this form must be signed by the employee, supervisor, and the departmental contact and provided to ISSS prior to the beginning of any leave. Do not begin any leave prior to consulting with an ISSS advisor.

Name of Employee: _____

Residential Address of Employee: _____

Email: _____ Home Phone Number: _____

Start Date of Leave: _____ Date Returning to Work: _____

Reason for Leave: _____

(The reason must be unrelated to employment)

Should your immigration status change during the leave, please immediately inform ISSS.

Departmental Contact Name: _____

Email: _____ Phone Number: _____

Supervisor's Name: _____

Email: _____ Phone Number: _____

Please note that if the leave extends beyond the return date noted above, the department must contact an ISSS advisor immediately to ascertain if extended leave is possible.

Signature of Employee

Date of Signature

Signature of Supervisor

Date of Signature

Signature of Departmental Contact

Date of Signature