



Superior Court of Arizona  
Pinal County

Court Human Resources

**Application for 160 Hour Single Period Leave**  
(Personnel Policy 7.30)

Name: \_\_\_\_\_

Identification Number: \_\_\_\_\_ Department: \_\_\_\_\_

**Leave Option Requested: (Check the one that applies)**

160 hours Single Period Leave

80 hours compensation, 80 hours Single Period Leave

40 hours compensation, 120 hours Single Period Leave

Dates Leave Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Date of Last Single Period Leave (if any): \_\_\_\_\_

Appointing Authority Approval: \_\_\_\_\_

Elected Official/Court Administrator Approval: \_\_\_\_\_

**County HR Use Only**

Verification of Full-Time Years of Service: \_\_\_\_\_

Official Start Date: \_\_\_\_\_

Number of Years:  15  20  25  30  35 As Of: \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Last Verified Leave: \_\_\_\_\_ Next Leave Eligibility: \_\_\_\_\_

\_\_\_\_\_  
Human Resources Director Approval

\_\_\_\_\_  
Date

**Application must be submitted to County Human Resources for approval before single period leave is taken.**

- CC: Payroll
- Employee
- Employee File
- Employee Department
- Court Human Resources