



Print Name:		Date:			
Department/Unit:					
Banner ID:	Date		Time		
Type of Leave of Absence	From mm/dd/yyyy	To mm/dd/yyyy	From 0:00	To 0:00	Total Hours/Days
Bonus					
Special Leave 1 or 2					
Sick					
Vacation					
Personal					
Bereavement					
Compensatory					
Community Service					
Personal Observance					
Does the employee have enough leave to cover his/her absence? <input type="checkbox"/> Yes <input type="checkbox"/> NO					
Employee Remarks:					
Employee's Signature:				Date:	
Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Emailed to Leave Administrator					
Reason for Disapproval:					
Supervisor's Signature:				Date:	

SPECIAL LEAVE

- Leave may be used for any purpose for which regular vacation leave is used

VACATION LEAVE

- May be used for personal, vacation, and absences due to adverse weather conditions.

PERSONAL LEAVE

- May be used for personal, vacation, and absences due to adverse weather conditions.

BEREAVEMENT LEAVE

- May be used for the death of an immediate family member
- May be used for the death of a colleague of the university within the last 12-month calendar

SICK LEAVE

- May be taken by permanent employees in units of not less than one (1) hour.
- May be used for illness, medical appointments, or the illness of an immediate family member (spouse, child, or parent)

BONUS LEAVE

- Bonus leave may be used for any purpose for which regular vacation leave is used.

COMPENSATORY LEAVE

- May be used for personal, vacation, and absences due to adverse weather conditions.

COMMUNITY SERVICE LEAVE

- May be used for parents for involvement with their child in the schools or any employee for volunteer activity in the schools
- May be used for any employee for volunteer activity in a non-profit community service organization

PERSONAL OBSERVANCE

- Personal Observance Leave may be used for any single day of personal significance; must use all 8 hours in a 1-day increment

REMINDER

CONTACT YOUR SUPERVISOR FOR QUESTIONS OR HUMAN RESOURCES AT 336-285-3790.

Leave or time taken in excess of accumulation will be unpaid and deducted from the employees' payroll checks.