



### Vacation and Leave Request Form

Your vacation leave must be submitted, scheduled and approved by your supervisor in advance. Vacation requires 2 weeks (minimally) advance notice.

#### Employee Information:

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Professional/exempt staff ☐

Support /non-exempt staff ☐

Today's Date: \_\_\_\_\_ Department: \_\_\_\_\_

Vacation Days Available: \_\_\_\_\_ As of (Date): \_\_\_\_\_

I would like \_\_\_\_ days off, starting on \_\_\_\_\_ and ending on \_\_\_\_\_

I will return to work on \_\_\_\_\_

#### Type of Request:

☐ Vacation

☐ Jury Duty

☐ Extended Leave (please explain)

☐ Sick Leave

☐ Bereavement Leave

☐ Other (please explain)

Comments:

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I understand that time away from work is subject to supervisor approval and University policies. I further understand that if I do not have leave time accrued, I will not be paid for the absence.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: ☐ yes ☐ no

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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