



FACULTY REQUEST FOR PAID PERSONAL LEAVE

Use this request form for faculty paid personal leave only.
For all other leave requests use the *Absence Reporting Form*.

Name (print):

Department:

Employee ID#:

Current Date:

Date of Leave (MM/DD/YY):

Current Unused Balance:

Number of Hours Paid:

Balance after Leave Taken:

Reason for Leave (check off):

- Family Matter
- Legal Matter
- Home Emergency/Repair
- Personal Matter Requiring Travel

Faculty Signature: _____ Date: _____

Dean/Supervisor Signature: _____ Date: _____

VP of Academic Affairs Signature: _____ Date: _____

Copies

- Faculty Member
- Dean/Supervisor
- Human Resources