STAFF LEAVE WITH PAY REQUEST

Appointing authorities desiring to place employees on Leave With Pay must complete, sign and forward this form to Human Resources.

Leave With Pay may be granted for up to two (2) weeks with the approval of the Director of Human Resources. Leave With Pay requested for two (2) to four (4) weeks requires Presidential approval. Leave time beyond four (4) weeks may be granted with approval from the Trustees.

Employee Name: _____

Dates of Leave: From: _____ To: _____

Department: _____

Justification: _____

Appointing Authority _____ Date _____

HR Director _____ Date _____