

REQUEST FOR ANNUAL LEAVE

Employee Name Title Department

Information & Instructions

- 1. This form must be submitted to your supervisor in advance (two weeks notice preferred) for any leave request. Two weeks notice is required for four or more days. Should you not have sufficient leave balances you will be notified by Human Resources.
2. The vacation year begins on September 1 and ends on August 31. Only with prior written approval of the Dean of the School of Law may accrued annual leave be accumulated over the annual leave cap.

Available Vacation Days

As Of Date

Table with 3 columns: MONTH, DATES, No. Of Days. Rows for months from September to August.

Employee Signature Date

Supervisor Signature Date

APPROVED / DENIED

Human Resources Designee Signature Date

APPROVED / DENIED

