**** **Staff Request for Leave**

An employee who plans to be absent from work should submit a completed leave request to their supervisor at least 3 days prior to the absence. *In the event of an emergency, illness, or death in the family your supervisor should be notified as soon as possible and a leave request completed and turned in to your supervisor within 24 hours after your return to work.*

Personal Leave will be used for the first 8 hours of an illness; Major Medical Leave will be used for the continuing hours of an illness.

It is the responsibility of each employee and the employee’s supervisor to use earned leave time in accordance with University Policy.

Name: Date:

900 Number:

I will be absent from work for the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Leave: | Reason (ex. vacation, illness, personal, jury duty, etc.) | Dates: | Hours Absent: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total Hours: |  |

Employee’s Signature Date

 Approved Declined Schedule Meeting

Supervisor’s Signature Date

Comments:

\*\*The complete policies on all types of leave available can be found on the University Employment Policies page here: <http://www.deltastate.edu/policies/policy/university-policies/employment/>