



PAT/ PA/ FISCAL FACULTY RECORD OF LEAVE

Name

Department

Number of Days Taken (Minimum of 1\2 days)

Actual Dates (Indicate 1 or 1/2 day)

Reason

Check one - Please complete separate sheet for each type of leave used.

Vacation

Jury Duty

Military

Leave without Pay

Floating Holiday

Sick (Employee)

Sick (Family)

Bereavement Relationship

Employee Signature

Date

Supervisor Signature

Date



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