

Leave Request for Exempt Employees

Leave requested from _____ through _____
Month / day / year Month / day / year

Indicate leave type and the number of hours in one-day (8 hour) increments only:

_____ Vacation _____ Sick _____ Other

Comments:

Deductions for vacation and sick leave of less than eight hours are not allowed, according to the Fair Labor Standards Act.

_____ Date: _____
Requestor's Signature.

_____ APPROVAL Date: _____
Direct Supervisor (Department head, Coordinator, or Dean)

NOTE:

All leave requests, including less than a full day, require approval by the supervisor of the exempt employee. Supervisors may approve work schedules that accommodate the needs of individuals AND the library if doing so does not conflict with any university or state policy.

The number of eight hour days reported on this form must match the monthly report counter signed by the direct supervisor. Copies of these signed forms must be retained by the direct supervisor for 24 months and may be requested by library administration or the Human Resources Office.

The normal work week for all exempt employees is a minimum of forty hours; work responsibilities may often require work beyond "normal" work hours (8 .a.m. to 5 p.m., Monday through Friday.)