



Advanced Annual Leave Request

Part I – To be completed by employee									
Name:						FTE %:			
Department:									
UID:									
Email Address:						Bargaining Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone Number:					Date(s) Leave Requested:				
Time Entry Unit:					Time Entry Workgroup:				
Purpose of leave:									
<i>Use of Advanced Annual Leave constitutes a debt for which payment shall be enforceable upon the employee's return to work or separation from employment, whichever is earlier. Upon return to work, Advanced Annual Leave shall be repaid as Annual Leave is earned. An employee may elect to pay back Advanced Annual Leave by applying any earned leave or reimbursing the University with cash.</i>									
<div>Employee Signature</div> <div>Print Name</div> <div>Date</div>									
Part II – Supervisor Approval									
Leave balances verified by supervisor and no additional leave is available?						<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Supporting documentation attached? (recommended but not required)						<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Request Approved:		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Reason:			
Email Address					Phone:				
<div>Supervisor Signature</div> <div>Printed Name</div> <div>Date</div>									
Part III – Assistant Vice President, University Human Resources Approval (required for non-bargaining unit)									
<div>Signature</div> <div>Printed Name</div> <div>Date</div>									
Date sent to UHR OSR									
STAFF RELATIONS USE ONLY									
Leave balances verified <input type="checkbox"/> Yes <input type="checkbox"/> No					Previous AAL request in current calendar year <input type="checkbox"/> Yes <input type="checkbox"/> No				
<div>Signature</div> <div>Printed Name</div> <div>Date sent to PHR</div>									