

Advanced Annual Leave Request

Part II - Supervisor Approval Leave balances verified by supervisor and no additional leave is available? Final Address Printed Name Pri	Part I – To be completed by employee																				
Email Address: Date(s) Leave Requested: Time Entry Unit: Time Entry Unit: Time Entry Unit: Time Entry Workgroup: Purpose of leave: 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. Employee Slipnature Print Name Date Yes No Supporting documentation attached? (recommended but not required) Yes No Request Approved: Yes No Reason: Phone: Email Address Phone: Date Date Part III - Assistant Vice President, University Human Resources Approval (required for non-bargaining unit) Signature Printed Name Date Part III - Assistant Vice President, University Human Resources Approval (required for non-bargaining unit) Signature Printed Name Date Part III - Assistant Vice President, University Human Resources Approval (required for non-bargaining unit)	Name:				FTE %	5 :															
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