

Leave Approval Request Form

Employees use this form to request approval for leave *prior* to taking leave.

*Attach leave slip to the timesheet which lists the leave hours.

*If leave spans two pay periods attach a copy of the leave slip to both timesheets.

PDF form Instructions:

Name – type employee name in box

UA ID – type employee id number in box (can be found on timesheet)

TKL – click on gray rectangle with black arrow for a drop down menu, highlight appropriate Time Keep Location, click again.

(to find the TK Location, look at top of timesheet)

From: & To: - type the dates on which leave will occur

Hours: - type the hours of leave requested

Type of Leave – click on the gray box for a drop down menu, highlight appropriate leave, click again.

Print form button – click to print form

Signatures – print form. Employee signs and dates form. Submits form to Supervisor to sign and date.

Reset form button – click to clear data from form

Example:

John Doe has a doctor's appointment on 4/4 from 8 am to 11 am. He lists the date and times that he will be out of the office, for a total of 3 hours.

John also requests one week of Annual Leave for a vacation. He indicates he will be out of the office from 4/9 to 4/13, for a total of 40 hours.

He will print the form, sign and date it, and then forward the form to his supervisor for approval.

See timesheet for id number and TKL.