

Name:	Date:							
Department:	AU ID: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							

Please complete a separate application for each paid leave, funeral leave or jury duty request in the same week. Hospitalization or absence in excess of three consecutive days for illness may be reported on the Long-term Sick Leave Form. Time in excess of accrued hours may not be charged to the banks.

Check only one:

- Paid Leave
- Jury Duty
- Funeral Leave¹

Hours Requested:

			0
Hours		Minutes	

Week Ending Date:

Month		Day	

If the paid leave hours are for Short-term Sick Leave, write the dates of the absence below.

S	M	T	W	H	F	S

¹ - A funeral leave of up to three working days may be allowed for classes _____ workers upon death in employee's family (i.e. spouse, child, parent, grandparent, sibling, or employee or spouse).

_____ (Relationship to deceased)

Approval: _____ (Department Head or Supervisor)

Please submit completed for to Payroll Office - 0820