

UNIVERSITY OF WASHINGTON
DEPARTMENT OF POLITICAL SCIENCE
LEAVE REQUEST FORM

DATE OF REQUEST: _____

EMPLOYEE NAME: _____

I. ADVANCE LEAVE REQUESTS (Prior Supervisory Approval Required)

TYPE OF LEAVE REQUESTED:		FROM:		TO:		HOURS USED:
		DATE:	TIME:	DATE:	TIME:	
Annual Leave						
Sick Leave						
Comp Time Used						
Leave Without Pay						
Personal Holiday:						
Other:						
REASON:						

II. REPORT OF LEAVE USED (Post Supervisory Approval Required)

TYPE OF LEAVE USED:		FROM:		TO:		HOURS USED:
		DATE:	TIME:	DATE:	TIME:	
Sick Leave						
Leave Without Pay						
Other:						

REASON: _____

III. OVERTIME REQUEST (Prior Supervisory Approval Required)

REASON:	FROM:		TO:		HOURS:
	DATE:	TIME:	DATE:	TIME:	
Total Overtime Accrued:					

IV. REQUEST FOR ADJUSTMENT OF WEEKLY WORK TIME
(Prior Approval from Supervisor Required)

TIME OFF FOR APPOINTMENT:		FROM:		TO:		HOURS:
REASON:		DATE:	TIME:	DATE:	TIME:	

ADJUSTMENT IN WORK TIME:						
DATE:	Mon	Tues	Wed	Thurs	Fri	
Time worked in A.M.:						TOTAL HOURS:
Time worked in P.M.:						
TOTAL HOURS:						

EMPLOYEE SIGNATURE _____

SUPERVISOR APPROVAL _____

DATE: _____

INSTRUCTIONS FOR LEAVE REQUEST FORM

For Items I and II, check off the type of leave and then put in the date and time in the "FROM" and "TO" columns.

Item III will seldom be used but there are occasions when overtime might be necessary. Overtime needs to be approved by your supervisor before you work overtime. Fill in the reasons and the date and time under the "FROM" and "TO" columns. Then submit the form to your supervisor for approval.

Item IV requires a little more explanation. When you have an appointment and want to adjust your time in order to fulfill your required work hours per week, you will need to fill out section IV of the form. You need to make up the time during the Monday-Friday week of the appointment. (For example, if you have an appointment on Wednesday, 8/23, you will need to make up the time between Monday, 8/21, and Friday, 8/25.) First, fill in the date and time off needed for the appointment. Then, under "Adjustment in work time" write down the dates of the specific week and then fill in the hours you will work each day. Total the hours each day and then give a grand total for the week. The grand total should be the total hours you are required to work each week. (Example: 40 for full time employees). Then, turn the form in to your supervisor for approval.

NOTE REGARDING APPOINTMENTS: If you make an appointment at such a time that you are scheduled to be at work after the appointment, you are responsible for notifying your supervisor and/or the department if you are not going to be back at your scheduled time. You will also have to make arrangements to either make up the additional time off or claim it as sick or vacation leave. For example, you set up an appointment for 1 p.m. and request time off from 12:45 to 2:15. If you cannot make it back to the office by 2:15, you must phone your supervisor and give an estimated time of arrival. Once back in the office, you will need to speak to your supervisor and make arrangements on the best way to make up the additional time off.