

**CLEMSON UNIVERSITY****REQUEST FOR LEAVE**

<b>NAME</b>		<b>EMPLOYEE ID NUMBER</b>	
<b>DEPARTMENT</b>		<b>TYPE OF LEAVE</b>	
<input checked="" type="checkbox"/> 0975 Mathematical Sciences		<input type="checkbox"/> Compensatory <input checked="" type="checkbox"/> Sick - Personal <input type="checkbox"/> Sick - Family <input type="checkbox"/> Annual <input type="checkbox"/> Military <input type="checkbox"/> Court <input type="checkbox"/> Funeral	
<b>BEGINNING DATE</b>	<b>HOUR</b>	<b>ENDING DATE</b>	<b>HOUR</b>
<b>REMARKS</b>			
<b>REQUESTED BY</b>		<b>APPROVED</b>	
_____	_____	_____	_____
<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>SIGNATURE</b>

**DIRECTIONS**

- 1 Beginning March 11, 1999, this form will be used by employees to request leave for annual leave, sick leave, compensatory leave, military leave, court leave and funeral leave.
- 2 Type in your full name in the section titled **NAME**.
- 3 Type in your Employee Id Number in the section titled **EMPLOYEE ID NUMBER**.
- 5 Click on the type of leave being used in the section titled **TYPE OF LEAVE**. When using SICK LEAVE - FAMILY, the family member must be named in the "Remarks" area (ex. spouse, parents, children).
- 6 Enter the date and time that you will start using your leave under the section titled **BEGINNING DATE** and **HOUR**.
- 7 Enter the date and time that you will stop using your leave under the section titled **ENDING DATE** and **HOUR**.
- 8 Enter your total leave used (number of days and number of hours) and any explanations under the section titled **REMARKS**.
- 9 Sign and date the form in the section titled **REQUESTED BY**. Submit form to Office Manager for processing.