

NORTHWESTERN STATE UNIVERSITY REQUEST FOR LEAVE ¹⁻⁴

Non-Exempt:

- Classified (CL)
- Unclassified Non-Exempt (UN)
- University Police (PD)

Exempt:

- Unclassified Exempt (UE)
- Faculty (FN, FS, FT, NN, TM)
- Graduate Assistant (GA)

TIMEKEEPING ORG: _____ PAYROLL ID: _____ PAYROLL #: _____ PERIOD: _____ to _____
Begin Date End Date

TO: _____
Supervisor and/or Budget Unit Head

FROM: _____
Employee Name CWID

EFFECTIVE DATE OF LEAVE: _____ TIME: _____
AM/PM

DATE LEAVE TERMINATES: _____ TIME: _____
AM/PM

ENTER THE NUMBER OF HOURS AND TYPE OF LEAVE IN THE APPROPRIATE FIELD BELOW:

<u>Hours</u>	<u>Code</u>	<u>Title</u>	<u>Hours</u>	<u>Code</u>	<u>Title</u>	<u>Hours</u>	<u>Code</u>	<u>Title</u>
_____	230	Annual	_____	235	Sick	_____	420	Leave Without Pay
_____ <u>Compensatory Leave</u>			_____ <u>Other Leave</u>					
_____	311	FLSA (1.5) Ktime	_____	220	Bereavement	_____	205	Civil Leave
_____	321	State (1.0) Ktime	_____	200	Military	_____		_____ Act of God
_____ <u>Faculty Leave</u>			_____	210	Jury Duty	_____		_____ Civil/National Defense
_____	245	Personal Faculty Leave	_____	216	Parental Leave ³	_____		_____ Local Conditions
_____	250	Faculty Other Leave	_____	300	Crisis Leave ³	_____		_____ Voting
						_____		_____ Witness Duty

TOTAL LEAVE HOURS TAKEN FOR THIS REQUEST⁴ _____

COMMENTS: _____

SIGNATURES

Employee's Signature Date

Supervisor's Signature Date

¹ A Request for Leave document must be submitted for each pay period when leave extends over multiple pay periods.

² No one is required to take leave on a Paid Holiday.

³ Contact Human Resources (humanresources@nsula.edu) for specific instructions for these Leave Earn Codes.

⁴ Time should be entered in half hour (.50) increments.