

## NORTHWESTERN STATE UNIVERSITY REQUEST FOR LEAVE

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

Non-Exempt:	Exempt:
<ul style="list-style-type: none"> <li>— Classified (CL)</li> <li>— Unclassified Non-Exempt (UN)</li> <li>— University Police (PD)</li> </ul>	<ul style="list-style-type: none"> <li>— Unclassified Exempt (UE)</li> <li>— Faculty (FN, FS, FT, NN, TM)</li> </ul>

TIMEKEEPING ORG: \_\_\_\_\_ PAYROLL ID: \_\_\_\_\_ PAYROLL #: \_\_\_\_\_ PERIOD: \_\_\_\_\_ to \_\_\_\_\_  
Begin Date – End Date

TO: \_\_\_\_\_  
Supervisor and/or Budget Unit Head

FROM: \_\_\_\_\_  
Employee Name CWID

FIRST DAY OF ABSENCE: \_\_\_\_\_ TIME: \_\_\_\_\_  
AM/PM

LAST DAY OF ABSENCE: \_\_\_\_\_ TIME: \_\_\_\_\_  
AM/PM

ENTER THE NUMBER OF HOURS AND TYPE OF LEAVE IN THE APPROPRIATE FIELD BELOW:  
*Time should be entered in half hour (.50) increments.*

Hours	Type of Leave	Hours	Type of Leave	Hours	Type of Leave
_____	Ktime/Annual <sup>1</sup>	_____	Bereavement	_____	Crisis Leave <sup>2</sup> (300)
_____	Sick	_____	Civil <sup>3</sup>	_____	Faculty Other Leave
_____	Leave Without Pay	_____	Jury Duty	_____	Parental Leave <sup>2</sup> (216)
_____	Personal Faculty	_____	Military	_____	TOTAL HOURS TAKEN

COMMENTS: \_\_\_\_\_  
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**SIGNATURES**

_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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<sup>1</sup> Any available "FLSA" leave balance must be taken first, then "State" leave before any Annual leave can be used. (SCS Rule 21.6)  
<sup>2</sup> Contact Human Resources ([humanresources@nsula.edu](mailto:humanresources@nsula.edu)) for specific instructions for these Leave Earn Codes.  
<sup>3</sup> Civil Service offers several types of leave including Act of God, Civil/National Defense, Local Conditions, Voting, & Witness Day (SCS Rule 11.23)