

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:

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

Exempt:

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

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.

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

COMMENTS: _____

SIGNATURES

 Employee's Signature

 Date

 Supervisor's Signature

 Date

¹ Any available "FLSA" leave balance must be taken first, then "State" leave before any Annual leave can be used. (SCS Rule 21.6)

² Contact Human Resources (humanresources@nsula.edu) for specific instructions for these Leave Earn Codes.

³ Civil Service offers several types of leave including Act of God, Civil/National Defense, Local Conditions, Voting, & Witness Day (SCS Rule 11.23)