



Request for Compassionate Leave (Administrative, Professional and Confidential Staff)

- IN ORDER TO TRACK COMPASSIONATE LEAVE ALL EMPLOYEES MUST SUBMIT THE APPLICABLE COMPASSIONATE LEAVE FORM TO THEIR IMMEDIATE SUPERVISOR AND/OR DIRECTOR/DEPARTMENT HEAD PRIOR TO TAKING THE COMPASSIONATE LEAVE.
- THE IMMEDIATE SUPERVISOR AND/OR DIRECTOR / DEPARTMENT HEAD IS RESPONSIBLE FOR PROVIDING THE COMPASSIONATE LEAVE FORM TO HUMAN RESOURCES.
- PLEASE REFER TO THE COMPASSIONATE LEAVE POLICY FOR ADDITIONAL INFORMATION - [COMPASSIONATE LEAVE POLICY](#)

BANNER ID:	DEPARTMENT:
LAST NAME:	FIRST NAME:

REQUEST FOR COMPASSIONATE LEAVE

START DATE: _____ **END DATE:** _____ **RETURN TO WORK DATE:** _____

DEPARTMENT USE	HUMAN RESOURCES/PAYROLL
Employee Signature _____ Date _____	
Supervisor Signature _____ Date _____	
Dept. Head/Director _____ Date _____	

HARD COPY WILL BE HELD ON FILE IN HUMAN RESOURCES FOR ONE CALENDAR YEAR - PLEASE MAKE COPIES FOR YOUR RECORDS