



## Application for Leave Administrative, Professional and Confidential (APC) Staff and APC Contract Staff

- TO ENSURE ACCURATE RECORD KEEPING PLEASE SUBMIT COMPLETED FORM TO HUMAN RESOURCES PRIOR TO PAYROLL CUT-OFF (REFER TO PAYROLL CUT OFF SCHEDULE FOR SPECIFIC DATES).
- IF NOT SUBMITTED PRIOR TO PAYROLL CUT-OFF, VACATION LEAVE BALANCES WILL BE ADJUSTED AND REFLECTED ON THE FOLLOWING PAY.
- EMPLOYEES ARE RESPONSIBLE TO ENSURE THEY HAVE SUFFICIENT VACATION LEAVE CREDITS. IF THERE ARE INSUFFICIENT VACATION LEAVE CREDITS, THE UNEARNED LEAVE WILL BE CONSIDERED AS ABSENCE WITHOUT PAY AND THE EMPLOYEE'S PAY WILL BE ADJUSTED ACCORDINGLY.

BANNER ID:	DEPARTMENT:
LAST NAME:	FIRST NAME:

**REQUEST FOR VACATION LEAVE**

**TOTAL NUMBER OF DAYS:** \_\_\_\_\_ **(TOTAL HOURS:** \_\_\_\_\_ **)**

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_ **RETURN TO WORK DATE:** \_\_\_\_\_

DEPARTMENT USE		HR/PAYROLL
_____ <b>EMPLOYEE SIGNATURE</b>	_____ <b>DATE</b>	
_____ <b>SUPERVISOR SIGNATURE</b>	_____ <b>DATE</b>	
_____ <b>DEPARTMENT HEAD/DIRECTOR</b>	_____ <b>DATE</b>	

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