



ABSENCE REQUEST

Employee Section

Employee's Name _____ Date _____

Employee's Signature _____ NSU ID N _____

Leave Type	Date	Hour(s)	Minutes	Leave Type	Date	Hour(s)	Minutes

Supervisor Section

Approved Under Review Request Denied Comment

Supervisor's Signature _____ Date _____

Request for Time-Off Information

The Absence Request Report is designed to promote conversation between an employee and department management. Time off may be requested in advance with as much notice as possible and should be approved in advance by department management whenever possible. Employees should comply with departmental rules for reporting absences and approving time off work. Time off for highly requested dates should be approved equitably among all departmental employees. Supervisors may deny or cancel leave if it is determined to be in the best interest of the University. Paid time off must be recorded during the respective periods in the Banner Time Sheet, Leave Request or Leave Report.

All vacations are to be scheduled with the employee's supervisor with reasonable efforts made to minimize restrictions. Vacation and personal leave may be taken in fifteen minute increments.

Personal leave may be used for personal or family illness and such absences as attending a funeral, inclement weather conditions, conducting legal business, appointments with a doctor, dentist or other recognized medical professional or other appointments that can only be dealt with Monday through Friday during regular business hours. Personal leave may not be used to supplement time when tardy nor used for hair or nail appointments, routine maintenance on an automobile, to extend vacation or holiday or other situations that can be completed outside of normal working hours. Personal leave for absences other than personal illness or emergency must be scheduled in advance with supervisory approval. Documentation to verify absence may be requested.

An unscheduled absence may be incurred even when personal leave or vacation is paid. More than six occurrences of unscheduled leave in six months may be considered abuse of leave.