

Request for Annual Leave
Instructional Non-Teaching Staff and Librarians
(Submit to Department Head or Office Head)

PART A

Name: _____

Department: _____

Title: _____

Total # of days requesting: _____

I request annual leave for the following day(s):

I request UH leave for the following day(s):

Signature _____

Date _____

PART B To be completed by Department Head or Office Head

Above request: Approved

Denied

If denied, reason:

Alternate dates provided:

Signature _____

Date _____

PART C Reviewed by Instructional Staff Timekeeper:

Action taken:

Approved

Denied