

REPORT OF REQUESTED LEAVE TAKEN DURING A PARTICULAR MONTH

PI must approve the leave action prior to the date that it will be used.

Column 1. Enter dates that leave was taken. Column 2. Enter total hours consumed for the month .

\_\_\_\_\_  
Date  
Employee's Name Month and Year (Do not combine months)

**ANNUAL LEAVE (A)**

Date(s) of Annual Leave: \_\_\_\_\_, Total # of Hours Used: \_\_

Date(s) of More Annual Leave: \_\_\_\_\_, Total # hours Used: \_\_\_\_\_

LEAVE WITHOUT PAY (LWOP) \_\_ LETTER NEEDED SIGNED BY EMPLOYEE AND PRINCIPLE INVESTIGATOR

**PERSONAL HOLIDAY (PH)** \_\_\_\_\_, Total # of Hours Used \_\_\_\_\_

Must be used annually between January and December of each year. If you do not use it, you lose it. However, you must have completed your probation period before you are entitled to this leave action.

\***COMPENSATION TIME ACCRUED (CA)** \_\_\_\_\_, Total Hours Accrued \_\_\_\_\_

\*Indicate actual additional hours worked per day. The UW timekeeping system converts your hours to time and a half.

**COMPENSATION TIME USED (CU)** \_\_\_\_\_, Total # of Hours Used \_\_\_\_\_

**JURY DUTY** \_\_\_\_\_, Total # of Hours Used \_\_\_\_\_

**BEREAVEMENT** \_\_\_\_\_, Total # of Hours Used \_\_\_\_\_

**SICK LEAVE**

If Sick Leave is not taken on consecutive dates, please indicate each sick leave date.

Date(s) of Sick Leave: (S) \_\_\_\_\_, Total # of Hours Used: \_\_\_\_\_

Date(s) of Sick Leave: \_\_\_\_\_, Total # of Hours Used: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Date

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\_\_Approved                      \_\_Denied (for the following reason) \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date