

**DEPARTMENT OF KINESIOLOGY
Staff Pre-approval Absence Request Form**

Date:

To: Sue Young

I request time to be off campus on the following date(s) _____

and would like to use the following denotation _____

_____(sick leave [SI], sick family leave [SLF], funeral leave [FL] indicate relationship, vacation leave [VA], or personal holiday [PH]).

Please read and check (x) the following statements:

I have checked my Peoplesoft balances to verify that I have this time available.

The system balance shows _____

I understand that failure to follow the procedures set forth in this request form may result in my paycheck being docked for this time taken.

After this form has been approved, I will attach it to my monthly absence report at the end of the month.

Print name/ sign **/date**

approved / denied
/date