ADMINISTRATORS’/CHAIR APPLICATION FOR VACATION

In accordance with the HR Policy, vacation days should be pre-approved. The Office of Human Resources – Payroll department may request copies of such documents for verification purposes.

ALL TIME TAKEN AS VACATION MUST BE REPORTED USING WEB-TIME ENTRY.

Administrator’s Name: ___________________________ Date: ___________________ UID#: _______________________

(Please print)

Please select your classification:  ADMINISTRATOR ☐  FACULTY ☐

I am requesting authorization to take vacation on the following day(s) (MM/DD/YY):

__________________________________________________________________________________________________

Signature of Administrator: ________________________________________________

☐ Approved  ☐ Not Approved

Supervisor’s Name: ________________________________________________________

(Please print)

Signature of Supervisor _____________________________________ Date: ____________

This form should be utilized by the departments for record-keeping purposes.