

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.