

Type of Employee

- Academic
- Classified
- Unclassified

LOUISIANA STATE UNIVERSITY
AT ALEXANDRIA

APPLICATION FOR LEAVE

Leave request must be made in advance for Annual Leave or Leave-Without Pay (not resulting from illness) and such leave may be used only when approved by the Department Head. Absence for Sick Leave is to be promptly reported by telephone to the employee's supervisor and a written request for Sick Leave is required on the date the employee returns.

NAME _____

This is a request for _____ hours of:

- Annual Leave
- Sick Leave
- Leave Without Pay: Specify if required _____

Official Leave: Purpose _____

Other: Specify _____ Purpose _____

Beginning: _____, _____, and ending _____, _____
(Hour) (Date) (Hour) (Date)

Person assuming responsibility during absence _____

Address during absence _____

Signed _____ Date _____

Approved _____ Date _____
Department/Division Head

Approved(1) _____ Date _____
Chancellor

Disapproved Reason _____

- (1) Approval of Chancellor is required if international travel is involved.
- (2) Registered Physician's Statement and Physician's Release are required for All Sick Leave absences of 3 days or more. Department head may require certification for shorter periods.