

PERSONNEL ACTION REQUEST – Leave of Absence

Employee and Position Information				
Employee Full Name	Last Name:	First Name:	Middle Name:	Employee ID: _____
Position Type: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Other: (please specify)				
Payroll Area: <input type="checkbox"/> Exempt (Monthly) <input type="checkbox"/> Non-Exempt (Bi-Weekly)				
Organizational Unit (Dept):		Position Title:		Last Day Worked:

Leave Information						
Type:	<input type="checkbox"/> Leave Begin and End <i>(Leave occurred completely in past.)</i>	<input type="checkbox"/> Leave Begin <i>(Leave began or will begin on pre-determined date but leave not yet completed.)</i>	<input type="checkbox"/> Leave End <i>(PAR to begin leave previously submitted.)</i>			
		<i>Check box if condition below applies to leave period.</i>				
Leave Type or Duty Restriction		Pay	FMLA	Begin Date	Expected/Actual End Date	Expected or Actual?
SELECT FROM LIST		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Expected <input type="checkbox"/> Actual
SELECT FROM LIST		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Expected <input type="checkbox"/> Actual
SELECT FROM LIST		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Expected <input type="checkbox"/> Actual
SELECT FROM LIST		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Expected <input type="checkbox"/> Actual
SELECT FROM LIST		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Expected <input type="checkbox"/> Actual

Comments
<i>(No medical/diagnostic comments. Any medical documentation should be submitted separately to the LOA Coordinator.)</i>

Approvals		
PAR Initiator's Name:	Phone Number:	Date PAR Initiated:

Approver Title	Signature	Date
Director/Chair		
Dean		
Vice President		
Human Resources (LOA Coordinator)		
Human Resources (SAP Input Processor)		

Please submit completed form to Human Resources.

Supporting documentation may be attached, but comments may not contain any private health information.