

Faculty/P&A Vacation Leave Reporting

For policy and procedural information, refer to the Administrative Policy: *Vacation Leave for Faculty and P&A Employees* ([link](#))

Date	Employee ID	Campus, College, or Administrative Unit
Name		Employee Signature
Responsible Administrator/Supervisor (print)		Responsible Administrator/Supervisor Signature

Vacation Dates	Number of Weeks/Days <i>Total based on Vacation Dates</i>	FOR HR USE ONLY
Dates that I am declaring as vacation leave:	For me, these dates represent: ____ Week(s) of work (and) ____ Days of work in whole days (1 to 4) and half day (.5 only) increments	<i>Total Days:</i> <i>Reviewed by:</i>

Action: <ul style="list-style-type: none"> <input type="radio"/> Maintain a copy for your records <input type="radio"/> Follow departmental procedures for routing 	Copies of completed form (electronic or paper) to be maintained by: <ul style="list-style-type: none"> • Faculty Member or P&A Employee • Responsible Administrator/Supervisor or Designee • Department or College/Administrative Unit Leave Entry Personnel (to be held for 4 fiscal years)
---	--

EXAMPLES OF COMPLETED FORM:

Vacation Dates	Number of Weeks/Days <i>Total based on Absence Dates</i>
Dates that I am declaring as vacation leave: August 10-20, 2009 (half day 8/20) <i>or, listed individually as:</i> 8/10, 8/11, 8/12, 8/13, 8/14, 8/17, 8/18, 8/19, 8/20 (half day)	For me, these dates represent: <u>1</u> Week(s) of work (and) <u>3.5</u> Days of work in whole days (1 to 4) and half days (.5 only) increments

Vacation Dates	Number of Weeks/Days <i>Total based on Absence Dates</i>
Dates that I am declaring as vacation leave: July 7-9 <i>or, listed individually as:</i> 7/7, 7/8, 7/9	For me, these dates represent: ____ Week(s) of work (and) <u>3</u> Days of work in whole days (1 to 4) and half days (.5 only) increments