

## UNIVERSITY OF IDAHO REQUEST FOR LEAVE/OVERTIME

Employee Name: \_\_\_\_\_

**LEAVE:** I request leave from duty as follows:

\_\_\_\_\_ day(s) for the period \_\_\_\_\_ through \_\_\_\_\_ inclusive

or

\_\_\_\_\_ hour(s) on (date) \_\_\_\_\_

Charge leave to:

|                |       |       |                 |       |       |                                                                                   |       |          |
|----------------|-------|-------|-----------------|-------|-------|-----------------------------------------------------------------------------------|-------|----------|
| Annual Leave   | _____ | Hours | Military Leave  | _____ | Hours | Medical Appts                                                                     | _____ | Hours    |
| Sick Leave     | _____ | Hours | Jury Duty       | _____ | Hours | **Apply to FMLA?                                                                  |       |          |
| Furlough Leave | _____ | Hours | Leave w/out Pay | _____ | Hours | Yes                                                                               | _____ | No _____ |
| Comp Time      | _____ | Hours | *Admin Leave    | _____ | Hours | **Prior paperwork must be filed with Benefits for Family Medical Leave Act (FMLA) |       |          |

\*Refer to FSH 3710 for eligibility

**OVERTIME:** I request permission to work overtime on (date) \_\_\_\_\_

Total hours to be worked: \_\_\_\_\_ Hours Total Comp Time expected: \_\_\_\_\_ Hours

Reason for Overtime: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Leave should be requested in advance, including sick leave if it is for a scheduled procedure.**

**Route:** 1. Employee to Supervisor 2. Supervisor back to Employee  
3. Employee turn in to Supervisor when submitting the applicable web timesheet