



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Application for Leave**

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### Policy:

Employees of the University who are applying for leave are required to complete the official *Leave Request/Return From Leave Form*. If an employee has no accrued vacation or sick leave, his/her pay may be docked if leave is taken/approved. An exempt level employee may be docked for eight (8) or more hours for each day absent if he/she has no accrued personal/compensatory time or sick leave available.