



Alcorn
State University

MEMORANDUM

TO: Chairs, Deans, Directors, Faculty and Staff

FR:


Dr. Donzell Lee

Provost and Vice President for Academic Affairs

DA: August 17, 2016

RE: **EMPLOYEE LEAVE/ACCOMMODATION REQUESTS**

Please be reminded that Alcorn State University employees who request leave or accommodation should follow the University's outlined policies and procedures, inclusive of completing all relevant forms and documents. Specifically, any employee seeking leave or accommodation under the Americans with Disabilities Act, Family and Medical Leave, Workers' Compensation, for examples, should not only notify their supervisor but also contact the Office of Human Resources (HR) to avail himself or herself of HR's assistance.

I write this communication in conformance with University policies/procedures and in keeping with best personnel practices. Thank you, in advance, for your cooperation.



Approved by IHL Attorney General