PR2 (Rev 12/13/05) RADFORD UNIVERSITY

APPLICATION FOR LEAVE OF ABSENCE

Employee's Na	me:							
I hereby apply	for leave of ab	Month		Day	Year	Hour		
to			Totaling (month dong on house)		k days on bouns)			
Month					Totaling (work days or hours)			
The nature of t	he leave is indi	cated by a c	heck in the appr	opriate l	olock belov	w.		
□ Annual Leave□ Sick Leave□ Family and Personal Leave				 □ Compensatory Leave □ Family Sick Leave □ Other (Administrative, Military, LWOP) Provide an explanation below or attach a letter 				
Employee Signa	ature	Dat	te		Superv	isor's Signature	Date	
≫ PR2 (Rev 12/13/05							RADFORD UNIVERSITY	
		APPLI	ICATION FOR	LEAV	E OF AB	SENCE		
Employee's Na	me:							
I hereby apply	for leave of ab	sence from						
			Month		Day	Year	Hour	
to				Tot	aling (wor	k days or hours)		
Month	Day	Year	Hour					
The nature of t	he leave is indi	icated by a cl	heck in the appr	opriate l	olock belov	w.		
☐ Annual					_	nsatory Leave		
☐ Sick Leave☐ Family and Personal Leave				☐ Family Sick Leave ☐ Other (Administrative, I an explanation below or		Administrative, M	Military, LWOP) Provide attach a letter	
Employee Sign:	ature	Dat	te .		Sunary	isor's Signature		
rampioyee Sign	aturt	Dat			Buperv	isor s signature	Date	