**XAVIER UNIVERSITY**

**HUMAN RESOURCES** Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR LEAVE**

***FORMATORS USE ONLY***



1. All absences from work should be supported by this form to be submitted to the unit head and HR Office immediately before or after the date of absence to be cleared.
2. The two copies are for the HR office and employee.
3. If sick leave, state nature of illness; if emergency, state reason and enclose supporting

documents. For sick leave of 3 or more days, one copy of medical certificate is needed, ISSUED BY A DOCTOR A DAY BEFORE, DURING OR A DAY AFTER SL OCCURRED.

TO: Unit Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of work days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inclusive dates of leave: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Charge to: | Vacation leave | Emergency | Maternity | Without Pay |
|  | Sick leave |  Official  |  Paternity |  |



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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Applicant/Formator  |  Signature of Unit Head/Director | Signature of Vice President |



For HRO use only:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Applicant/Formator  |  Signature of Unit Head/Director | Signature of Vice President |



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