



K-State Student Union Leave Request Form

Leave time must be submitted to your supervisor two (2) weeks in advance whenever possible to allow for planning of your absence.

Employee Information

Name: _____ Date: _____

Number of Hours Available Leave: _____ As of (date): _____

Leave Information

Date (use new line for each day)	Type of Leave Requested	Number of Hours Used
Total		

I understand that if I do not have enough time accrued, I will not be paid for the absence. I further understand that my request does not guarantee approval.

Employee Signature: _____ Date: _____

Approved: Yes No

Supervisor Signature: _____

This form will be used to record leave into Kronos by the supervisor

DO NOT SUBMIT TO HUMAN RESOURCES