



Leave in Advance of Accumulation Request

Per the SBHE Human Resource Policy Manual at the discretion of the department head and the appropriate administrative officer, an employee may be granted annual leave (Policy: 6 Annual Leave, No. 10) or sick leave (Policy: 7 Sick Leave, No. 7) in advance of the accumulation thereof. If an employee terminates employment, any leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction.

Contact the Human Resources representative if you have questions.

Employee Name: _____

Leave Requested: Annual Leave _____ Sick Leave _____

Reason: _____

I have reviewed and understand the SBHE Human Resource Policies referenced above. I understand if I terminate employment, I agree that any annual and/or sick leave taken in advance of accumulation may be deducted from my last paycheck.

Employee Signature

Date

To be completed by Supervisor

Employee Sick Leave balance _____ Employee Annual Leave balance _____

I approve leave as requested _____ I do not approve leave as requested _____

Reason: _____

Supervisor Signature

Date

To be completed by Campus Dean

I approve leave as requested _____ I do not approve leave as requested _____

Reason: _____

Campus Dean Signature

Date