

## OLD DOMINION UNIVERSITY RESEARCH FOUNDATION LEAVE REQUEST FORM

EMPLOYEE INFORMATION		
Name:UIN / RF:		
Type of Leave Requested	Leave Code:	No. of Hours:
Date(s) of Leave:	From:	Thru:
Time of Leave (if less than eight hou	urs): From:	
Employee Signature:		
Explanation of Absence: (must be used for all leave except Annual)		
SUPERVISOR'S ACTION		
	Approved:	Disapproved:
Supervisor's Signature:		Date:
Comments:		
PAYROLL ACTION		
	LEAVE	CODES
AL = Annual Leave LWP = Leave Without Pay CV = Civil Leave		SL = Sick Leave BL = Bereavement Leave (due to death of immediate family member) ML = Military Leave

Paid leave is a privilege and a benefit provided to Regular employees of ODU Research Foundation. Regular employees are eligible for the following types of paid leave: holiday, annual, sick, Family and Medical Leave Act (FMLA), bereavement, civil and military reserve leave. Supervisors are responsible for monitoring, administering, and maintaining the integrity of ODU Research Foundation's leave policy. Employees who have excessive absences where only leave without pay is available will be counseled. Abuse of leave is grounds for disciplinary action, up to and including termination.

All leave used must be recorded on a *Leave Request* form and indicated on the employee's time sheet, if required. Supervisors forward properly completed *Leave Request* forms by the close of the pay period in which it is taken to Payroll with supporting documentation (for example: military orders, doctor's certificate, subpoena). Payroll verifies and posts leave accumulation and usage.

Updated 11/05/01