



## ADMINISTRATIVE LEAVE FORM

Employee \_\_\_\_\_ Position \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

**Administrative/Professional Leave, (ALL out-of-state travel must go before the Board) You MUST complete the following: Please provide any pertinent information needed for determining approval for leave.**

**Once leave is approved, you MUST submit same in KRONOS.**

**Location:** \_\_\_\_\_

\_\_\_\_\_ Administrative/Professional – **FILE SEVEN DAYS IN ADVANCE OF ABSENCE**

\_\_\_\_\_ Yes, a vehicle is needed for travel (**Must complete vehicle reservation form**)

\_\_\_\_\_ No vehicle is needed

\_\_\_\_\_  
Employee \_\_\_\_\_ Date Filed \_\_\_\_\_

\_\_\_\_\_  
Director / Supervisor / Division Chair \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_  
Vice President \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_  
President \_\_\_\_\_ Date Received \_\_\_\_\_

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