

Parental and Family Leave Form

Name			
Reason			
Start Date/Time			
End Date/Time			
Total Time			
Signature		Date	
Business Mgr		Date	
Supervisor		Date	

Instructions:

- Please request leave as far in advance as possible.
- Once you have received authorization, please record time in Oracle.
- Do NOT record time in PeopleSoft.
- Leave must be taken in at least 2 hour increments, but not more than 4 hours/month or 24 hours/year.