

**Oldham County Public Library  
Employee Leave Authorization and Report**

---

I wish to report my absence from my job for the following reason:

**Vacation Leave:**

Date(s) \_\_\_\_\_ Total Hours \_\_\_\_\_

**Sick Leave:**

Date(s) \_\_\_\_\_ Total Hours \_\_\_\_\_

**Other:**

Date(s) \_\_\_\_\_ Total Hours \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

---

---

**Leave authorization /approval:**

- The above leave is authorized and is an excused absence.  
 The above leave did not require prior authorization and is an excused absence.  
 The above leave was taken without authorization and constitutes an unexcused absence.

\_\_\_\_\_  
Acting Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director/Trustee

\_\_\_\_\_  
Date

---

---

**Procedure:**

1. This form must be completed for any absence from work, either regular schedule or temporary assignment.
2. If prior authorization is required, complete and submit this form to your supervisor. If the leave period includes any date(s) that you will be working at a location other than your "home" location, the authorization of your acting supervisor is also required. The supervisor is to sign the form and forward it to the Library Director. The original form will be placed in your personnel file and a signed copy will be returned to you.
3. If no prior authorization is required, complete this form and submit it to your supervisor or acting supervisor within five (5) days of the end of the leave period.
4. The supervisor is to sign the authorization and forward the form to the Library Director for prior authorization (if required) or within ten (10) days of the end of the leave period.
5. If the Library Director is the Supervisor, submit this form for authorization (if required) or within five (5) days of the end of the leave period.

---

---

**Office use only:**

Received: \_\_\_\_\_

Reported leave is:  paid  unpaid

Leave entered in appropriate record

Earned leave adjusted by \_\_\_\_\_ hours.