



Marymount University Library & Learning Services Request for Annual Leave

Scheduling is important for providing excellent services to our users. Please assist all service groups in providing excellent service by giving adequate notice of planned absences. It is best if you give at least two weeks notice of planned absences so that other people can adjust their schedules in advance.

Procedure for Requesting Annual Leave:

1. Discuss the leave with your service group and any other service areas affected by your absence.
2. Obtain the signature of your service group leader or designee on the Request for Annual Leave form.
3. Submit the Request for Annual Leave Form to the Dean (as early as possible, but no later than 2 working days before leave dates).

Dates and times for requested annual leave:

Print/Type name of Employee Requesting Leave

Signature of Employee Requesting Leave Date

Signature of Service Group Leader/Designee Date

Signature of Dean of Library & Learning Services Date