



*Office of Title III Program*

**TITLE III OFFICE PERSONNEL LEAVE REQUEST FORM**

Individual Requesting Leave: \_\_\_\_\_ Date \_\_\_\_\_

Title(s) or Position(s): \_\_\_\_\_

I respectfully request permission to be absent from the University:

\_\_\_\_\_  
FROM:       Date       Hour       TO:     Date       Hour

Number of Days: \_\_\_\_\_ and/or hours: \_\_\_\_\_

Type of Leave: \_\_\_\_\_  
(Annual, Administrative Paid, Sick, Jury, Military, Personal, Professional Meeting or Business)

Purpose of Leave (except for personal)

Destination (except for personal): \_\_\_\_\_

University funds requested: (     ) No         (     ) Yes

If yes, how much and from what account?     \_\_\_\_\_             \_\_\_\_\_             \_\_\_\_\_

Amount

Budget #

Requesting use of University Vehicle: (     ) No     (     ) Yes

If yes, which type: (     ) Van         (     ) Car         (     ) Mini Bus

\_\_\_\_\_  
Signature of Individual Requesting Leave

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Supervisor/Signature

\_\_\_\_\_  
Date