



## 2020-21 GUIDELINES – PERSONAL DAYS FOR NON-BARGAINING EMPLOYEES

Application for Personal Leave Days July 1, 2020 to June 30, 2021 EMPLOYEE INFORMATION	
LAST NAME	FIRST NAME
EMPLOYEE ID	
DEPARTMENT	
SUPERVISOR	

**Proposed Schedule (5.0 Consecutive Days)**

Beginning Date	Ending Date

OR

**Proposed Schedule (5.0 Non-Consecutive Days)**

	Leave Day Date	1/2 Day (am or pm)	Full Day
1			
2			
3			
4			
5			

EMPLOYEE SIGNATURE	DATE
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**APPROVAL**

SUPERVISOR	
NAME	TITLE
SIGNATURE	DATE

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