| | Montana State Un LEAVE I | REQUEST | |
|-----------------------------|--|---|--|
| Employee Nar | me | | |
| | Vacation Leave Requested: | | |
| | from | through | Total Hours |
| | Leave for Personal PurposesFaculty On | | |
| | | | Total |
| | from | through | Hours |
| | Floating Holiday - Do not split: 8 hours, or p | ro-rated for part-time employees. One per | calendar year. Total |
| | from | through | Hours |
| | Leave without pay: | | |
| | from | through | Total Hours |
| | Other: Military/Jury | Sick | Total |
| | <u> </u> | | Hours |
| | from | through | |
| Employee's Signature & Date | | Authorized Approval & Date | |
| | | | |
| Signature | Date | Signature | Date |
| Signature | Date Oniginal to Powell | Signature Dunlicate to Employee | Date |
| Signature | Original to Payroll | Duplicate to Employee | Date |
| | Original to Payroll Montana State Un | Duplicate to Employee niversity-Northern REQUEST | Date |
| | Original to Payroll Montana State Un LEAVE I | Duplicate to Employee niversity-Northern REQUEST | |
| | Original to Payroll Montana State Un LEAVE I meVacation Leave Requested: | Duplicate to Employee niversity-Northern REQUEST | Total Hours |
| | Original to Payroll Montana State Un LEAVE I meVacation Leave Requested: | Duplicate to Employee niversity-Northern REQUEST through | Total |
| | Original to Payroll Montana State Un LEAVE I meVacation Leave Requested: fromLeave for Personal PurposesFaculty On | Duplicate to Employee niversity-Northern REQUEST through | TotalHours |
| | Original to Payroll Montana State Un LEAVE I meVacation Leave Requested: fromLeave for Personal PurposesFaculty On from | Duplicate to Employee niversity-Northern REQUEST throughthroughthrough | TotalHoursTotalHours |
| | Montana State Un LEAVE II TO SERVE II TO S | Duplicate to Employee niversity-Northern REQUEST throughthroughthroughthroughthroughthroughthrough | Total Hours Total Hours Calendar year. Total |
| | Montana State Un LEAVE II TO SERVE II TO S | Duplicate to Employee niversity-Northern REQUEST throughthroughthrough | Total Hours Total Hours Calendar year. Total |
| | Montana State Un LEAVE II TO SERVE II TO S | Duplicate to Employee niversity-Northern REQUEST throughthroughthroughthroughthroughthroughthrough | Total Hours Total Hours calendar year. Total Hours |
| | Montana State Un LEAVE I me Vacation Leave Requested: from Leave for Personal PurposesFaculty Or from Floating Holiday - Do not split: 8 hours, or p | Duplicate to Employee niversity-Northern REQUEST through pro-rated for part-time employees. One per through | Total Hours Total Hours Calendar year. Total |
| | Montana State Un LEAVE I me Vacation Leave Requested: from Leave for Personal PurposesFaculty Or from Floating Holiday - Do not split: 8 hours, or p from Leave without pay: from | Duplicate to Employee niversity-Northern REQUEST through through pro-rated for part-time employees. One per through through through | Total Hours Total Hours calendar year. Total Hours Total Hours |
| | Original to Payroll Montana State Un LEAVE I meVacation Leave Requested: | Duplicate to Employee niversity-Northern REQUEST through through pro-rated for part-time employees. One per through through sick | Total Hours Total Hours calendar year. Total Hours Total Total |
| Employee Nar | Original to Payroll Montana State Un LEAVE II meVacation Leave Requested: | Duplicate to Employee niversity-Northern REQUEST throughthroughthroughthroughthroughthroughthroughsickthrough | Total Hours Total Hours calendar year. Total Hours Total Hours Total Total |
| Employee Nar | Original to Payroll Montana State Un LEAVE I meVacation Leave Requested: | Duplicate to Employee niversity-Northern REQUEST through through pro-rated for part-time employees. One per through through sick | Total Hours Total Hours Total Hours Total Hours Total Hours Total Total |
| | Original to Payroll Montana State Un LEAVE II meVacation Leave Requested: | Duplicate to Employee niversity-Northern REQUEST throughthroughthroughthroughthroughthroughthroughsickthrough | Total Hours Total Hours calendar year. Total Hours Total Hours Total Total |