



# Exception Approval

Human Resources, 301 Howell-McDowell Ad. Bldg.

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

MSU Employee ID#: \_\_\_\_\_ Department \_\_\_\_\_

- I request the following **work time(s)** to be used for (specify dates and hours below):
  - ◆ Vacation \_\_\_\_\_
  - ◆ Sick \_\_\_\_\_ Self \_\_\_\_\_ Family Member \_\_\_\_\_
  - ◆ Funeral \_\_\_\_\_
  - ◆ Court Duty \_\_\_\_\_
  - ◆ Military Leave \_\_\_\_\_
  - ◆ Holiday (Exceptions to scheduled holidays) \_\_\_\_\_
  - ◆ Community Service Leave (CSL) \_\_\_\_\_
- Total Hours of Request \_\_\_\_\_
- Does this paid leave also qualify as FMLA leave? Yes \_\_\_\_\_ No \_\_\_\_\_  
(See Personnel Policy PG-52 and/or call the Office of Human Resources)
- Employee Signature \_\_\_\_\_ Date \_\_\_\_\_
- Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

## Leave of Absence

A leave of absence should not be requested until all vacation and sick days have been exhausted. A leave of absence should not be granted for more than one year unless circumstances warrant such approval. (A PAR is required for all leave of absences).

- I request the following **work days** to be used as a leave of absence without pay \_\_\_\_\_
- Total Hours of Request \_\_\_\_\_
- Reason for Leave of Absence Request \_\_\_\_\_
- Does this unpaid leave also qualify as FMLA leave? Yes \_\_\_\_\_ No \_\_\_\_\_  
(See Personnel Policy Pg-52 and/or call the Office of Human Resources)
- Employee Signature \_\_\_\_\_ Date \_\_\_\_\_
- Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_
- Vice President or Administrative Unit Head Approval \_\_\_\_\_