



FACILITIES MANAGEMENT  
OKLAHOMA STATE UNIVERSITY  
**REQUEST FOR LEAVE**

Employee Name Department Date  
**Leave Requested From Through CWID**

**Vacation** – Approved by **Immediate Supervisor**

**Military**- Copy of orders attached: Approved by **Immediate Supervisor**

**Administrative**

Funeral Leave: Approved by **Immediate Supervisor**

Jury Duty/Court Appearance: Attach Copy of Summons, Submit one week in advance; Approved by **PPH**

**Leave Without Pay**- Leave requested by employee after all vacation time has been taken.

This is not disciplinary leave.

Up to 16 hours approved by **Immediate Supervisor**

Over 16 hours by **Physical Plant Head (PPH)**

For **Administrative Leave** or **Leave Without Pay**, explain reason for absence:

JURY DUTY IS APPROVED FOR ONLY THOSE DAYS ONE IS ACTUALLY SERVING ON A JURY (NOT FOR THE ENTIRE LENGTH OF SUMMONS)

Unless leave requires the PPH's approval, the carbon copy of this form should be given to the employee.

Approved

Disapproved

Authorized Signature