

☐ Faculty Member☐ Non-Teaching Employee☐ Top/ Middle Manager

Leave Type (Check one): ☐ Vacation ☐ Nuptial ☐ Emergency ☐ Paternity ☐ Special Leave
 ☐ Sick ☐ Birthday Leave ☐ Union ☐ Parental/ Solo Parent for Women

Signature

Specific Purpose of Leave

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