

**LSU, PAUL M. HEBERT LAW CENTER**  
 Request for Leave ⌚ Classified/Wage Employees

Employee's Name: \_\_\_\_\_

I request \_\_\_\_\_ hours of leave beginning \_\_\_\_\_ thru: \_\_\_\_\_  
(day/date) (day/date)

from: \_\_\_\_\_ o AM thru: \_\_\_\_\_ o AM  
 o PM o PM


Indicate Type of Leave:

Annual       Compensatory\*

Sick           Civil

Other {specify}

Remarks:

\_\_\_\_\_  By initialing here, I certify that I have made arrangements for coverage with all of my assigned duties during my absence

Please Initial

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

\*Must have approval of the Vice Chancellor.