

SOUTHERN UTAH UNIVERSITY
Leave Report Late Form

Employee Name (please print): _____

Employee T Number: _____

Date	Hours	Reason for leave

Date	Hours	Reason for leave

Reasons: Sick (S), Vacation (V), Non-Contract (NC), Military (M), Jury (J), Bereavement (B), Dependant Sick (DS), Consulting (C)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Please submit this form to the Human Resources office (ADMIN 106). Leave reported late will be processed manually by Human Resources.