



University Architect & Associate VP Policy & Procedure #12

TITLE

LEAVE REQUESTS FOR DIRECTORS

OBJECTIVE AND PURPOSE

To assist the University Architect and Associate Vice President in coordinating the Division Department activities and to ensure appropriate personnel coverage.

RESPONSIBILITY

ACTION

DIRECTOR

- ◆ Submit a Leave Slip (7) days prior to time off requested to the Office of the Associate Vice President for approval.

ADMINISTRATIVE ASSISTANT

- ◆ Review Leave Request for completeness and record balance of annual and sick time from Banner on the form prior to transmitting to the Associate Vice President approval.

ASSOCIATE VICE PRESIDENT

- ◆ Review and approve Leave Request.

ADMINISTRATIVE ASSISTANT

- ◆ Enter the Directors leave request date(s) on the Associate Vice President's Office wall calendar and also in Outlook under the heading of Associate Vice President.
- ◆ Copy the Leave Request for AVP files and forward original to Director submitting for leave.

Issued By: Capeletti	Date Issued: 4/2001	Date Revised: 5/2005	Effective Date: 4/2001
APPROVED:	Vice President	Associate V.P.	N/A Director