

**COOPERATIVE EXTENSION NORTHWEST REGION REQUEST FOR LEAVE**

*If you are unsure which code to use, speak with Karen Pizzuto.*

Employee Name: \_\_\_\_\_

Pay Period End: \_\_\_\_\_

Date	M	Tu	W	Th	F	M	Tu	W	Th	F	Leave Code*
Hours											
Hours											
Hours											

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

*LEAVE CODES*		
BRE – BEREVEMENT CTT – COMP TIME TAKEN HL - HOLIDAY JR – JURY DUTY PL – PARENTAL LEAVE ST – SICK TAKEN	UN – UNPAID ABSENCE VT – VACATION TAKEN UFE – UNIVERSITY FURLOUGH* UC – UNIVERSITY CLOSURE*  *limited use	FMCT – FML COMP TIME TAKEN FMH – FML HOLIDAY FMS – FML SICK FMU – FML UNPAID ABSENCE FMV – FML VACATION FPL – FML PARENTAL

Box/CES-NW Region/Payroll/Leave Requests

REV 6/17/2020

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