

**EASTERN KENTUCKY UNIVERSITY  
SICK AND VACATION LEAVE REPORTING FORM  
(FACULTY AND PROFESSIONAL STAFF FORM)**

It is intended that all faculty and professional staff submit leave in a timely manner using the automated leave reporting system via EKU Direct. This form serves as a secondary method for reporting once the leave reporting period has expired. The automated leave reporting site reflects leave forms for one month prior to and one month post payroll for each scheduled pay date.

Printed Name: \_\_\_\_\_ EKU ID: \_\_\_\_\_

Employee Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Requesting:  S-Sick  V-Vacation  Bre-Bereavement Leave  FLH-Floating Holiday  
 W-Wellness Holiday  FML-FMLA

Leave Code	FROM: ex. 1/09/00	TIME: ex. 8:00 AM	TO: ex. 1/14/00	TIME: ex. 4:30 PM	TOTAL: ex. 37.50 Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours Reported Above: \_\_\_\_\_

Sick: \_\_\_\_\_ Vacation: \_\_\_\_\_ Floating Holiday: \_\_\_\_\_

Wellness Holiday: \_\_\_\_\_ Bereavement: \_\_\_\_\_ FMLA: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Return completed form to Payroll, CPO 3A, Jones 213**

*For accrual and history purposes automated leave reporting will immediately be accounted for in use history once approved and reflected on EKU Direct. Use of this form will reflect leave in the available balance only once the form is manually processed by payroll.*