

UNIVERSITY of LOUISVILLE  
dare to be great

# Human Resources



Applicant

## University of Louisville Human Resources Request for Leave

New Employee

Current Employee

Manager

Customer Service

Home

Employee Name:  EmployeeID(emplid#):

Employee Title:

Employee Department:

Employee Email Address:   
*please enter the **complete** email address (ie user@louisville.edu)*

Type of Leave Requested: (Choose One): Annual

Explanation:

Total Number of Hours (Optional):

	Date (Month/Day/Year)	Time (Hour:Minute AM/PM)
Time and date leave to begin:	MM/DD/YY	AM
Time and date leave to end:	MM/DD/YY	PM

Please enter the **EMAIL ADDRESS** of your supervisor or the appropriate person for approval of your leave requests: