



Department of Electrical & Computer Engineering

MONTHLY LEAVE REPORT FOR ACADEMIC EMPLOYEES

ACADEMIC YEAR _____ (August 16 - August 15)

Table with 3 columns: DATE, VACATION (# of days), SICK LEAVE (# of days). Multiple empty rows for data entry.

FLOATING HOLIDAY* DATE USED: _____ DATE USED: _____

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

*2 floating holidays per academic year