

PLU Salaried Staff Leave Report

Full Name:

PLU ID:

Job Title:

Department:

Leave Period Start Date:

Leave Period End Date:

We are not able to accept incorrect or incomplete leave reports. Please follow the example and fully complete the leave report before submitting.

If you did not take any leave during the period please check the box below:

No Leave Taken ☐

Day Of Week & Date		Leave Used (Non-Worked Hours)				Total Hrs
		Code 1	Hours 1	Code 2	Hours 2	For Day
Example	6/1/2025	SIC	1.00	VAC	2.00	8.00
Saturday						
Sunday						
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Leave Codes

HOL - Holiday Leave JUR - Jury Duty
VAC - Vacation BRV - Bereavment
SIC - Sick LWP - Leave No Pay
SFS - Flexible Time Off UCL - Univ. Closure

Total Leave Hours Summary

Holiday Leave:

Vacation:

Sick Leave:

Flexible Time Off:

Jury Duty:

Bereavement:

Leave Without Pay:

University Closure:

Total Leave for Period:

Payroll Only: Weekly Hours Summary

Week	Total Leave
Week 1:	
Week 2:	
Week 3:	
Week 4:	
Week 5:	
Week 6:	

Employee Signature & Date

Supervisor Signature & Date

Submit leave report to the Payroll Office in Admin #106 by the deadline for the period.