

THE UNIVERSITY OF MEMPHIS LIBRARIES
Employee Leave Request

Name _____ Date _____

Type of Leave	Date:	Hours/Tenths	Time In:	Time Out:
Annual				
Annual				
Annual				
Annual				
Annual				
Sick				
Sick				
Sick				
Sick				
Sick				
Professional*				
Leave w/o pay				
Other				

*Name of Professional Conference/Activity

Approved: _____
Department Head/Dean of Libraries

Report leave usage in hours or tenths only. See chart below.

- 0.1 hour = 01-06 minutes
- 0.2 hour = 07-12 minutes
- 0.3 hour = 13-18 minutes
- 0.4 hour = 19-24 minutes
- 0.5 hour = 25-30 minutes
- 0.6 hour = 31-36 minutes
- 0.7 hour = 37-42 minutes
- 0.8 hour = 43-48 minutes
- 0.9 hour = 49-54 minutes
- 1.0 hour = 55-60 minutes