

COLLIN COLLEGE APPLICATION FOR LEAVE

(Associate Faculty and CE Instructors)

Date

<u>Name</u>			<u>CWID</u>		<u>Dept</u>		
<u>Position No</u>	<u>Suffix</u>	<u>Org Code</u>	<u>Account</u>	<input type="checkbox"/> Central Park	<input type="checkbox"/> Spring Creek	<input type="checkbox"/> CHEC	<input type="checkbox"/> Courtyard
				<input type="checkbox"/> Preston Ridge	<input type="checkbox"/> Other Location (specify):		

Full Time and Associate Faculty (Complete this form for Leave without Pay, or Jury Duty)

Is Sub Required? Yes No

IF SUB REQUIRED, GIVE NAME: _____ CWID # _____

Course # _____ Course # _____

Course # _____ Course # _____

TYPE OF LEAVE	TOTAL HOURS USED	FIRST DAY, Mo/Day/Yr	LAST DAY, Mo/Day/Yr	
SEND TO HR FIRST:				
Jury Duty (395)				
Leave Without Pay (422)				

<p style="color: red; margin: 0;"><u>Contact Human Resources immediately if LWOP occurs after the 15th of the month</u></p>	<p>For Human Resource Use Only:</p>
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In compliance with written college policies and procedures, I certify that I am eligible to receive leave as requested and that the statements above are true and correct.

Approval _____ Supervisor _____ Date _____

Approval _____ VP/Dean/Director _____ Date _____

- 1 Send Jury Duty Summons to Mae Francis in Human Resource office for approval.
- 2 Send Military Order to Sandy Davis in Human Resource office for approval.
- 3 Send Leave Without Pay form to Jonene Kemp in Human Resource office.
- 4 [If a sub was required for a faculty absence, this form must be accompanied by sub form\(s\).](#)