

The attached PDF contains your monthly leave statement and leave report. If you have missing leave report(s) for prior months they are also attached. Please complete, date, and sign your leave report (and missing leave reports if any) and submit to your supervisor.

If you have multiple appointments within the same Institution/Campus, you will receive a separate leave statement and leave report for each appointment. Please submit the appropriate leave report to your supervisors.

If you have multiple appointments in different Institutions/Campuses, you will receive an identical set of your leave statements and leave reports when employed in more than one Institution/Campus. You only need to complete one set of the leave reports and return the appropriate report to your supervisors.