

# Vacation Leave Report for Librarians



**DUE DATE:** The 1st of the month for the period covering the previous month  
OR immediately upon return from leave.

**EXCEPTION:** Leave report for June is due on June 16  
(Leave balances will not be reflected on pay advice until the following month)  
Form may be faxed to 206 296-5896 (Controller's Office)

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Employee Name:

Seattle U ID:

Department Name:

<i>VACATION LEAVE</i>	<i>DATES</i>	<i>TOTAL HOURS</i>
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Employee's Signature

Date

Supervisor's Signature