University of Northern Iowa
International Programs
Culture and Intensive English Program

Leave Request Report
UNI CIEP

Name: _____   Date: _____

Vacation
I request the following days for vacation:

	Start Date	End Date	Start Time	End Time
1				
2				
3				
4				

Total	

Other
I wish to request/report the following days for the leave code indicated:

	Leave Code	Start Date	End Date	Start Time	End Time
1					
2					
3					
4					

Total	

_____   Date: _____
Signature of Person Making Request

Approval

_____   Date: _____
Signature of Director of Culture & Intensive English Program

_____   Date: _____
Signature of Head of International Programs

For Office Use Only. Received by: _____(initials) Date____/_____/_____

Student was presented form and declined to sign. Staff initials_____ Date____/_____/_____

File Path: T:\Documents\Office Admin\Projects\2014-2015\Form Redesigns\Form Edits/Leave Request Report.pdf