



USM LEAVE RESERVE FUND PROCEDURES

I.



USM LEAVE RESERVE FUND REQUEST

Consistent with the USM BOR VII-7.11 Policy on Leave Reserve Fund (LRF) for Regular status Exempt and Nonexempt Employees, this is the Institution's confirmation and approval of an employee's request for use of the LRF. Please verify the employee's eligibility and approve the transfer of the appropriate amount of leave from the LRF.

PART I: EMPLOYEE INFORMATION & ELIGIBILITY (Completed by Employee)

Name:

Institution:

Department: