



### Use of Sick Leave Form

When claiming sick leave for more than one position, use a separate form for each job.

Date: \_\_\_\_\_ Non work-study/PEAK Student  Temporary Employee

Name (Print): \_\_\_\_\_ ID# \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Sick Leave Taken	Number of Sick Leave Hours Taken
<b>Total</b>	

Employee Signature: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Payroll Use Only				
Position #/Suffix	Earn Code	Hours	Rate	Total
	LSB			
	LSB			