UNIVERSITY of HOUSTON

Administrative Leave With Pay
Recommendation and Request

Employee Name: _____   Date: _____

Employee PeopleSoft ID: _____

Number Rating on Last E-Performance: _____ (Must Have E-Performance completed to qualify)

Hours of Administrative Leave Requested (Increments of 4 or 8 hours): _____

Reason for the recommendation:

Name of Person Making Recommendation: _____

Title: _____

Signature: _____   Date: _____

Supervisor (if different from above): _____

Title: _____

Signature: _____   Date: _____

Division Vice President Approval: _____

Date: _____

***Additional Instructions: Keep one copy of completed form in your department records, and submit this form via fax to HR Records Department at 713-743-0817.

***   For Office Use Only: ***

Date(s) Leave Was Taken: _____