

SOUTHERN UTAH UNIVERSITY  
Leave Report Late Form

Employee Name (please print): \_\_\_\_\_

Employee T Number: \_\_\_\_\_

Date	Hours	Reason for leave

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**Reasons:** Sick (S), Vacation (V), Non-Contract (NC), Military (M), Jury (J), Bereavement (B), Dependant Sick (DS), Consulting (C)

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

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

Please submit this form to the Human Resources office (ADMIN 106). Leave reported late will be processed manually by Human Resources.