UIC

Department of Electrical & Computer Engineering

MONTHLY LEAVE REPORT
FOR ACADEMIC EMPLOYEES

ACADEMIC YEAR _____
(August 16 - August 15)

DATE	VACATION (# of days)	SICK LEAVE (# of days)

FLOATING HOLIDAY*
DATE USED: _____
DATE USED: _____

PRINT NAME: _____

SIGNATURE: _____ DATE:_____

APPROVED BY: _____ DATE: _____

*2 floating holidays per academic year