Western Kentucky University
Leave Report

department of human resources
Our workforce is our source.

Instructions: The primary method of reporting leave time taken is through *Leave Reports on the Web*. Log in to TopNet to access this utility. This form is only used to report leave time taken when the appropriate leave report period on the web has expired.

Employee Name		WKU ID
Department/Unit	Phone	Today's Date

VACATION

Please use a separate line for each day you are absent from work.

Month	Day	Year	Hours Taken
Total Vacation Hours Taken			

MEDICAL

Please use a separate line for each day you are absent from work.

Month	Day	Year	Hours Taken
Total Medical Hours Taken			

I certify that this record is accurate and accounts for time not worked during the date(s) indicated.

Employee Signature   Date

I certify that the information recorded on this form is correct to the best of my knowledge and is in accordance with University policy.

Supervisor's Signature   Date

FOR OFFICE USE ONLY

Entered in Banner