

### Leave Reporting: Request for Exception – Requires Manual Entry

Name \_\_\_\_\_

Banner ID# \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Total Minutes: \_\_\_\_\_

**Leave Type:** *(please check the appropriate leave type)*

- Vacation       Sick Leave       Floating Holiday       Comp Time

**Reason for Request:**

*(please explain the reason that this was not reported through the Leave Report process in SSB)*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Vice President/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice Chancellor, Human Resources Signature

\_\_\_\_\_  
Date