



# Western Kentucky University Paper Leave Report Form

Revised August 1, 2020

The primary method of reporting leave time taken is through **TopNet**. This form is only used to report leave time taken when the applicable leave report period in TopNet has expired. It is also used to report Paid Parental Leave time. Scan completed forms to [human.resources@wku.edu](mailto:human.resources@wku.edu).

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

VACATION			
Use a separate line for each day you are absent from work.			
Month	Day	Year	Hours Taken
Total Vacation Hours Taken			

MEDICAL			
Use a separate line for each day you are absent from work.			
Month	Day	Year	Hours Taken
Total Medical Hours Taken			

Check here if the time reported above is covered by Paid Parental Leave.

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

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

<b>FOR OFFICE USE ONLY</b>