



Western Kentucky University Leave Report

Revised February 15, 2018

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. Once completed, send form to the Department of Human Resources, located in Wetherby Administration Bldg, room G25.

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

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