



University of Louisiana at Lafayette
Special Leave Request Form

Date Received
(HR USE ONLY)

Employee Name: _____ ULID: _____

Employee Address: _____

Documentation that supports the request for special leave should be attached to this form. Use additional paper if necessary.

A. General Information

1. Special leave requested for:

Date _____ Time _____ to _____

Date _____ Time _____ to _____

Date _____ Time _____ to _____

Total hours of special leave requested: _____

2. Who did you contact to report your inability to report to work?

Date _____ Time _____

Name of person contacted _____

3. What instruction were you given? _____

B. Flooding/Ice on Roads/Bridges and other access problems:

1. If you could not leave your home because of street/road/bridge problems, list all the impassable roads/streets and you could not use to access your home.

Multiple horizontal lines for listing impassable roads/streets.

3. If applicable, on what dates and during what times were they impassable?

Multiple horizontal lines for listing dates and times.

C. Damage to your residence:

1. If you were unable to report to work due to damage to your home **at the address given above***, please detail specifically the damage which occurred.

2. How did this damage prevent you from reporting to work? _____

3. Please attach any documents which support your claim. _____

D. Evacuation from your residence:

1. What was the cause of the evacuation? _____

2. Date and time of the evacuation? _____

3. By whom were you evacuated (law enforcement, civil defense, etc.)? _____

4. Date and time you were allowed to return home? _____

E. Other:

Employee Signature

Date

Supervisor Signature

Date

(Signature by supervisor does not imply verification of the facts contained in this document.)

APPROVED: Appointing Authority

DISAPPROVED: Appointing Authority

*If you did not report to work due to providing assistance to another person, please note the name of the person and your relationship in Section E above. Please respond to the questions based upon the individual you assisted.