CHICAGO STATE UNIVERSITY

PAYROLL OFFICE

ADMINISTRATORS'/CHAIR APPLICATION FOR VACATION

In accordance with the HR Policy, vacation days should be pre-approved.
The Office of Human Resources – Payroll department may request copies of such documents for verification purposes.

ALL TIME TAKEN AS VACATION MUST BE REPORTED USING WEB-TIME ENTRY.

Administrator's Name:_____ Date:_____ UID#:_____
(Please print)

Please select your classification: ADMINISTRATOR ☐ FACULTY ☐

I am requesting authorization to take vacation on the following day(s) (MM/DD/YY):

_____

Signature of Administrator:_____

☐ Approved ☐ Not Approved

Supervisor's Name:_____
(Please print)

Signature of Supervisor_____ Date:_____

This form should be utilized by the departments for record-keeping purposes.

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