

## REQUEST MEMO FOR UCPEA SICK LEAVE

**TO:** \_\_\_\_\_  
(Supervisor)

**FROM:** \_\_\_\_\_  
(Name)

Since I have exhausted my 15 sick days for this fiscal year. I am requesting to use my ("as if accrued", prior classified "banked" sick time) as follows:

\_\_\_\_\_ days of \_\_\_\_\_ time on \_\_\_\_\_  
(number) (type) (dates)

I have provided signature lines for you and the (dean, director). I understand that my payroll cards for the above time period must also be signed with the two signatures below.

Thank you.

Approved by:

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Dean, Director)

\_\_\_\_\_  
(Date)