

ANNUAL LEAVE SCHEDULING FORM

Pursuant to RF Policy No. 506, Research Foundation employees must be scheduled to take all accrued annual leave before their appointment end date unless other arrangements are made for its use or payment. To ensure the use of annual leave within the appointment period, Project Directors should meet with their RF employees within 30 days of their appointment or re-appointment start date to schedule the use of the annual leave during the appointment or re-appointment period.

Employee ID# _____

Employee Name _____

PI/PD or Designee _____

Project # _____

Appointment Period: From _____ To _____

It is agreed the annual leave earned on the above mentioned appointment period will be scheduled and taken as follows:

From _____ To _____

From _____ To _____

From _____ To _____

From _____ To _____

Employee Signature

Date

PI/PD or Designee Signature

Date