

REQUEST FOR DOCK AT SUB RATE

When you have exhausted all your available leave, you may request the Dock at Sub Rate for personal illnesses only. The maximum days allowed at the Dock at Sub Rate is 20. Please submit this request to your immediate supervisor for approval.

Person requesting use of Dock at Sub Rate:

Name: _____ Campus: _____

Employee # _____ Dates of personal illness: _____

Number of days requested _____

Signature of Employee

Date

of Days APPROVED _____

DENIED _____

Immediate Supervisor

Date