

Request for Authorized Paid Work Time from Job Duties*

Name		Date	
Department/Unit			
Request Information			
Description			
Date(s) of Activity		Time(s) if Part-Day	
Location			
Reason			
Supervisory Review			
Supervisor Name		Date	
Review Decision		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason if Denied			
Note: Attach any applicable documentation if requested.			

**Departments may use this form as an option to collect and review requests from staff for paid work time from job duties to participate in professional development events, committee service, or other professional activities during the assigned work shift. This authorized time away from job duties during the assigned work shift is considered paid work time and must be retained in the employee's departmental personnel folder for a six-year period.*

If time away from work is approved as paid work time, an hourly staff member may have the possibility of being overtime eligible if additional work hours are worked beyond 40 hours in that work week. Individuals with approved leave as paid work time are not to request an absence in HR/Pay. Staff must however request an absence in HR/Pay for use of vacation, sick leave, or other forms of paid time off from work. Hourly staff must report all hours worked, whether within or outside the work schedule, in HR/Pay.