

**MEMORANDUM**

Date: {Month, day, year}

TO: Susan Ballabina  
Executive Vice Chancellor

FROM: {Employee}, {Title}  
{UIN}  
{Department}

**SUBJECT:** Request for Emergency Leave for Death of a Family Member

In accordance with [System Regulation 31.03.03 Leave of Absence with Pay](#) - Section 2.1 Death of a Family Member, I am requesting emergency leave for the death of my [relationship] in excess of five (5) working days (40 hours) in the amount of [hours over 40]. Consistent with the System Regulation, I understand that these days must be used within six months of date of death, [month, day, year of death].

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Susan Ballabina \_\_\_\_\_  
Executive Vice Chancellor Signature Date

cc: {Department Head}  
{Manager}  
{Department Absence Partner}

- Instructions:
- 1) Complete all fields in yellow.
  - 2) Place the memo on your department letterhead.
  - 3) Submit the memo to HR for routing.
  - 4) A copy will be sent via email to the employee, manager, department head and department absence partner once the fully executed form is returned to HR.

**This memo is for System Offices employees only.**