MEMORANDUM

Date: {Month, day, year}

TO: Ryan Griffin
Vice Chancellor and Chief Financial Officer

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 _____

Ryan Griffin _____ _____
Vice Chancellor Signature Date
and Chief Financial Officer

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

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.