



The University of Georgia

**Request for Use of Annual Leave
On UGA Furlough Days for Employees Not Subject to Furlough**

Annual Leave Request for: (Check One)

10/30/2009

11/25/2009

12/24/2009

01/04/2010

03/08/2010

04/30/2010

Employee Name: _____

Department: _____

Job Title: _____

Current Annual Salary: _____

Requested By Supervisor (Name): _____

Check here if employee had planned to take annual leave on this day prior to the furlough announcement. Otherwise provide an explanation as to why an alternate work schedule can not be used:

Approved By:

Department Head/Director

Date

Dean/Vice President

Date

Senior Vice President/President

Date