

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **LEAVE REPORTING**

Policy #: **9.14**

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All leave taken must be reported, using the University's standard form available on the Human Resources web site at or an approved alternative form. There are separate forms for exempt, non-exempt, and hourly employees. The leave report form must be signed by both the employee and his or her supervisor and be retained by the department for seven years, in accordance with Arkansas law.

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**Resource(s):**

**Approved by:**

**Approval date:**

**Custodian:** Human Resources