

How to Complete an Application of Leave Form

(<http://hr.osu.edu/forms/appleave.pdf>)

Paper Application for Leave Forms are used for University Business Only

Any faculty or staff who will be working at another location other than at the Ohio State University campus you are assigned to, and are on the OSU payroll ***must complete*** an Application of Leave Form when traveling for university business.

Complete all Application of Leave Forms as follows:

- ◆ Name
- ◆ Employee ID# (EID#)
- ◆ Department & College/Unit
- ◆ Check the appropriate Leave Designation box - Neither
- ◆ Dates match hours & hours match dates (*Calculate each day taken as 8 hours.*)
- ◆ Mark the correct type of “Paid Leave” - **University Business:**
- ◆ The form ***must include*** a reason for University business under “Additional Information”
- ◆ “Total Hours Paid Leave”
- ◆ Signature of Employee
- ◆ Signature of direct Supervisor
- ◆ “Person responsible in my absence” ***must be completed*** by all Directors and Chairs
- ◆ Turn Application of Leave Forms into HR Administrator’s mailbox @ 327 Arps Hall

If you have any questions or concerns, please contact Jackie Severance at 614-292-8067 or severance.15@osu.edu or contact Cathy Hardesty at 614-688-5492 or hardesty.68@osu.edu .