

UNIVERSITY OF KENTUCKY

IRIS Absence Record

This is to request & record my absence from the University on the dates below for the purpose of: (Please mark all leaves that apply.)

IRIS Earning Codes	FROM (date)	(time)	TO (date)	(time)	#hours
<u>Vacation Leave (HR Policy and Procedure 80)</u>					
(7170) Vacation w/ pay	_____	_____	_____	_____	_____
<u>Temporary Disability Leave(TDL) (HR Policy and Procedure 82)</u>					
(7180) TDL Employee w/ pay	_____	_____	_____	_____	_____
(7182) TDL Family w/ pay	_____	_____	_____	_____	_____
<u>FMLA Leave (FMLA) (HR Policy and Procedure 88)</u>					
(7415) FMLA TDL Employee w/ pay	_____	_____	_____	_____	_____
(7416) FMLA Employee w/o pay	_____	_____	_____	_____	_____
(7425) FMLA TDL Family w/ pay	_____	_____	_____	_____	_____
(7426) FMLA Family w/o pay	_____	_____	_____	_____	_____
(7417) FMLA Employee Vacation w/ pay	_____	_____	_____	_____	_____
(____) FMLA Vacation Family w/ pay	_____	_____	_____	_____	_____
(7414) FMLA Holiday w/ pay	_____	_____	_____	_____	_____
<u>Other Leave (HR Policy and Procedure 85, 84, 75, and 73)</u>					
(7422) Special Leave w/o pay	_____	_____	_____	_____	_____
(7405) Funeral Leave	_____	_____	_____	_____	_____
Relationship to deceased: _____					
(7402) Military Leave w/ pay	_____	_____	_____	_____	_____
(____) Military Leave w/o pay	_____	_____	_____	_____	_____
(7406) Jury Duty	_____	_____	_____	_____	_____
() Other _____	_____	_____	_____	_____	_____
(7411) Official Univ. Travel					
Expenses are being requested					
Yes No					
Specify destination, mode, and purpose of travel: _____					

Signed _____
(Name Typed) _____

Date: _____
Personnel Number: _____

Approved: _____
Approved: _____

Org. Unit. _____
Org. Unit. _____