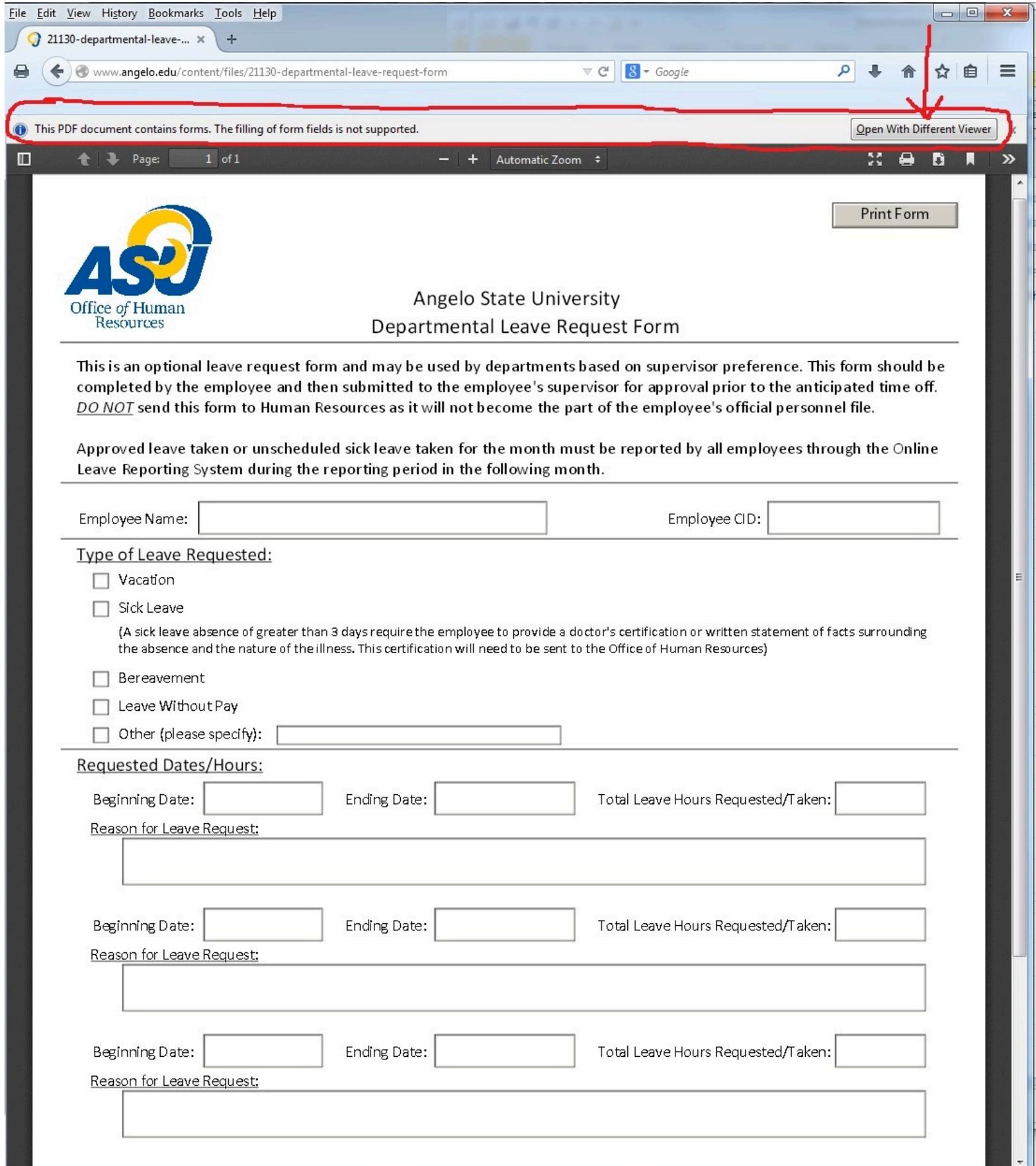


If your computer brings up fillable documents in an unsupported format, it will display a message such as the one below circled in red. To the far right of that message is a button that says, "Open with Different Viewer." Click on that button, choose the "Open with Adobe Acrobat" option, and it will open up the document as a fillable form.



The screenshot shows a web browser window with the address bar displaying [www.angelo.edu/content/files/21130-departmental-leave-request-form](http://www.angelo.edu/content/files/21130-departmental-leave-request-form). A red circle highlights a message at the top of the PDF viewer: "This PDF document contains forms. The filling of form fields is not supported." To the right of this message is a button labeled "Open With Different Viewer". A red arrow points from the top right of the browser window down to this button.

**ASU**  
Office of Human Resources

Angelo State University  
Departmental Leave Request Form

This is an optional leave request form and may be used by departments based on supervisor preference. This form should be completed by the employee and then submitted to the employee's supervisor for approval prior to the anticipated time off. **DO NOT** send this form to Human Resources as it will not become the part of the employee's official personnel file.

Approved leave taken or unscheduled sick leave taken for the month must be reported by all employees through the Online Leave Reporting System during the reporting period in the following month.

Employee Name:  Employee CID:

**Type of Leave Requested:**

- Vacation
- Sick Leave  
(A sick leave absence of greater than 3 days require the employee to provide a doctor's certification or written statement of facts surrounding the absence and the nature of the illness. This certification will need to be sent to the Office of Human Resources)
- Bereavement
- Leave Without Pay
- Other (please specify):

**Requested Dates/Hours:**

Beginning Date:  Ending Date:  Total Leave Hours Requested/Taken:

Reason for Leave Request:

Beginning Date:  Ending Date:  Total Leave Hours Requested/Taken:

Reason for Leave Request:

Beginning Date:  Ending Date:  Total Leave Hours Requested/Taken:

Reason for Leave Request: