

## **Department Approval of Non-FMLA Leave of Absence**

<b>Section I: Employee Information</b> . The department/supervisor is required to approve leave of absence requests that do not meet the FMLA requirements or if the employee's FMLA period has expired. Please email this form to leave@uab.edu.				
Employee Full Legal Name:			BlazerID:	
Employee Job Title:				
Supervisor/Manager:				
Supervisor/Manager Contact Info:				
Section II: Department Approval				
Approved:	If yes,			
☐ Yes ☐ No		Start Date	End Date	
Comments for Leaves Team:				
APPROVED BY (NO SIGNATURE NEEDED IF EMAILED BY THE APPROVER OR DEPARTMENT HR OFFICER)				
DATE OF APPROVAL				

Please email this form to <a href="mailto:leave@uab.edu">leave@uab.edu</a>