

INDIAN HILLS COMMUNITY COLLEGE

Non-Scheduled Day (s) / Bank Days / Leaves / Vacation

THIS FORM MUST BE APPROVED BY THE HUMAN RESOURCES DEPARTMENT IN ADVANCE

NAME: _____ EMPLOYEE # _____

CHECK APPROPRIATE BOX (S)

Note: An employee must actually work a non-scheduled day/school closed day to generate a bank day. Bank days may not be taken off before they are earned. Must be worked in whole or half days, but can be used in hour increments.

NON-SCHEDULED DAYS

- Working Non-Scheduled Day Date (s): _____ (If half day mark AM or PM)
▶ Explanation Required (below)
- Using a Bank Day Date (s): _____
Note: Faculty must include information on how classes will be covered.
- Cancel
- Working a Non-Scheduled Day Date (s): _____
- Using a Bank Day Date (s): _____
- Other (explain): _____

LEAVES

- Personal Leave **Note:** Bank days and/or vacation time must be taken before personal leave is approved.
 With Pay
 Without Pay Date (s): _____
▶ Explanation Required (below)
- Sick Leave
 Personal
 Immediate Family
 FMLA (more than three consecutive days) Date (s): _____
▶ Explanation Required (below)
- Other (explain): _____

- VACATION DAYS Date (s): _____
(For Maintenance or Custodial employees)

▶ **EXPLANATION:** **Note:** Faculty must include information on how classes will be covered.

Employee Signature: _____ Date: _____

Dept./Supv. Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____