



PAYROLL UNPAID LEAVE FORM

Leave Without Pay

Employee Name: _____
Banner ID: _____
Month: _____

This form should be completed when an employee has taken approved unpaid leave after exhausting all accrued leave. Dates/hours listed below should NOT also be on the leave report on eLeaves.

BP 7340 addresses all leaves an employee may be eligible for. Employees should not be continuously using leave above their accrual balances.

Table with 3 columns: Date, Unpaid Hours, Purpose of Leave. Multiple empty rows for data entry.

Employee: _____

Date : _____

Department Supervisor: _____

Date : _____

Employees: please complete this form and email to your supervisor.

Supervisors: please forward to payroll@cuesta.edu with your approval by the payroll deadline.