



ADMINISTRATIVE LEAVE FORM

Employee _____ Position _____

Date(s) of Absence _____

Reason for Absence: _____

Administrative/Professional Leave, (ALL out-of-state travel must go before the Board) You MUST complete the following: Please provide any pertinent information needed for determining approval for leave.

Once leave is approved, you MUST submit same in KRONOS.

Location: _____

_____ Administrative/Professional – **FILE SEVEN DAYS IN ADVANCE OF ABSENCE**

_____ Yes, a vehicle is needed for travel (**Must complete vehicle reservation form**)

_____ No vehicle is needed

Employee _____ Date Filed _____

Director / Supervisor / Division Chair _____ Date Received _____

Vice President _____ Date Received _____

President _____ Date Received _____

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.