

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:041	Supersedes Policy Number: 5:023
Date: February 24, 2009	Dated: June 29, 2006
Subject: Leave Records	Mandatory Review Date: February 24, 2014
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:	President: signature on file

Adequate leave records indicating years of service of employees and amount of accumulated sick and annual leave shall be maintained for all employees. Leave records shall be available to APSU personnel for appropriate business purposes, and each employee shall have access to his/her leave record upon request.

All annual leave must be approved.

Forms can be found on the human resources Web site:

<http://www.apsu.edu/hrhomepage/index.htm>

- Faculty absence form - http://www.apsu.edu/hrhomepage/forms/fac_abs_frm.pdf
- Administration and staff - http://www.apsu.edu/hrhomepage/forms/staff_absence.pdf