

# UNIVERSITY OF KENTUCKY

## IRIS Absence Record

This is to request & record my absence from the University on the dates below for the purpose of: (Please mark all leaves that apply.)

IRIS Earning Codes	FROM (date)	(time)	TO (date)	(time)	#hours
<b><u>Vacation Leave (HR Policy and Procedure 80)</u></b>					
(7170) Vacation w/ pay	_____	_____	_____	_____	_____
<b><u>Temporary Disability Leave(TDL) (HR Policy and Procedure 82)</u></b>					
(7180) TDL Employee w/ pay	_____	_____	_____	_____	_____
(7182) TDL Family w/ pay	_____	_____	_____	_____	_____
<b><u>FMLA Leave (FMLA) (HR Policy and Procedure 88)</u></b>					
(7415) FMLA TDL Employee w/ pay	_____	_____	_____	_____	_____
(7416) FMLA Employee w/o pay	_____	_____	_____	_____	_____
(7425) FMLA TDL Family w/ pay	_____	_____	_____	_____	_____
(7426) FMLA Family w/o pay	_____	_____	_____	_____	_____
(7417) FMLA Employee Vacation w/ pay	_____	_____	_____	_____	_____
(____) FMLA Vacation Family w/ pay	_____	_____	_____	_____	_____
(7414) FMLA Holiday w/ pay	_____	_____	_____	_____	_____
<b><u>Other Leave (HR Policy and Procedure 85, 84, 75, and 73)</u></b>					
(7422) Special Leave w/o pay	_____	_____	_____	_____	_____
(7405) Funeral Leave	_____	_____	_____	_____	_____
Relationship to deceased: _____					
(7402) Military Leave w/ pay	_____	_____	_____	_____	_____
(____) Military Leave w/o pay	_____	_____	_____	_____	_____
(7406) Jury Duty	_____	_____	_____	_____	_____
(    ) Other _____	_____	_____	_____	_____	_____
<b>(7411) Official Univ. Travel</b>					
Expenses are being requested					
Yes    No					
Specify destination, mode, and purpose of travel: _____					
_____					
_____					

Signed \_\_\_\_\_  
(Name Typed) \_\_\_\_\_

Date: \_\_\_\_\_  
Personnel Number: \_\_\_\_\_

Approved: \_\_\_\_\_  
Approved: \_\_\_\_\_

Org. Unit. \_\_\_\_\_  
Org. Unit. \_\_\_\_\_