

Date of submission:
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**REQUEST FOR ONE-DAY EXCUSED LEAVE APPROVED BY THE DEAN OR IMMEDIATE SUPERVISOR**

*I This part is to be filled in by the employee*

<b>NAME AND SURNAME</b>	
<b>FACULTY/ADMINISTRATIVE UNIT</b>	
<b>JOB TITLE</b>	
<b>DATE OF ABSENCE</b>	
<b>REASON FOR ABSENCE</b>	

*II This part is to be filled in by the immediate supervisor*

<b>DATE AND SIGNATURE OF THE EMPLOYEE</b>	Date:
	Signature:
<b>SIGNATURE OF THE DEAN OR IMMEDIATE SUPERVISOR</b>	

*II This part is to be filled in by the HR Office*

Date of submission to HR office
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### ONE-DAY EXCUSED LEAVE APPROVED BY THE DEAN OR IMMEDIATE SUPERVISOR

1. An employee can use **one day** of absence with no need for a doctor's report (doznake) for no more than once a month, translated into no more than eleven days a year cumulatively.
2. An employee using this type of absence from work must inform his or her Dean of the situation and **receive a written approval** by mail from the Dean on the day the employee will not be at work. The Dean in question must be informed about the absence before the start of working hours and must extend the approval for the absence as soon as possible and before the end of working hours.
3. To memorialize the approved absence, upon return to work, the employee must fill out a form on the stated absence, signed by the Dean.
4. The decision as to whether to approve a leave is one left to the discretion of the Dean but who must make that decision timely and give or withhold his or her consent as soon as possible. Where the Dean fails to approve an absence, the employee may bring a valid doctor's report for the date he or she was absent from work, or may count it as one day of annual leave.
5. Because this type of absence is treated as a paid leave, food allowance will be deducted for this day by the finance office.
6. Records of these kinds of absences are held by faculty secretaries who must submit a final report in the form of an excel table as well as in hard copies to HR Office by the end of the current month.

