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

Vacation Leave (HR Policy and Procedure 80)
(7170) Vacation w/ pay _____ _____ _____ _____ _____

Temporary Disability Leave(TDL) (HR Policy and Procedure 82)
(7180) TDL Employee w/ pay _____ _____ _____ _____ _____

(7182) TDL Family w/ pay _____ _____ _____ _____ _____

FMLA Leave (FMLA) (HR Policy and Procedure 88)
(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 _____ _____ _____ _____ _____

Other Leave (HR Policy and Procedure 85, 84, 75, and 73)
(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 _____ _____ _____ _____ _____

(7420) Other _____ _____ _____ _____ _____ _____

(7411) Official Univ. Travel _____ _____ _____ _____ _____
    Expenses are being requested
      ☐ Yes ☐ No
Specify destination, mode, and purpose of travel: _____

_____

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Signed _____   Date: _____
(Type Name) _____   Personnel Number:_____

Approved: _____   Org. Unit. _____
Approved: _____   Org. Unit. _____

Rev 4/06