



University Dining University of Wisconsin - Stevens Point

LEAVE PROCESS Fill out the Time Off Request Form as soon as you know you need leave. A minimum of a two-week notice is ideal to allow time for managers to find alternative coverage for duties. Leave is **STRONGLY** discouraged during peak operational times:

- Monday, August 21, 2023 – Sunday September 17, 2023 (1st semester trainings/opening)
- Friday, October 20– Sunday, October 22, 2023 (Homecoming/Family Day weekend)
- Monday, January 16, 2024 – Sunday January 28, 2024 (2nd semester trainings/opening)
- April 2023/2024 (support for Catered events during the busy end of year banquet season)

All requests will be reviewed on a case-by-case basis with emergency and family obligations given priority within each work area/title. Longevity of service will also be a consideration when multiple requests are for the same dates. Only two (2) staff members in a unit/title maybe gone during the same period because of operational coverage needs.

Individuals who are less than 100% FTE and earn leave:

University Dining prefers full-time staff that are less than 100% and earn leave to take their time off during Thanksgiving break, winter break, and spring break when University Dining operations are shutdown. These times will allow dining to continue operating fully during the 32-week academic year when students, faculty, and staff are in residence.

TIME OFF REQUEST FORM

Employee Name: _____

Employee’s Work Location: _____

Dates Requested: _____

Normal Shift Hours Worked: _____

Return Date: _____

Reason for Request: _____

Employee Signature: _____ Date: _____

Please fill out and e-mail to: university.dining.office@uwsp.edu

Dining management team will be consulted and review your request based on coverage/business needs.

Office Use Only

Time Off Approved: Yes No NOTES: _____

Manager’s Signature: _____

Leave Type Used: Vacation Floating Holiday Legal Holiday Sick/Medical Leave Unpaid Leave