



## 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 as follows:

- ❖ Two (2) weeks before and two (2) weeks after the start of Fall Semester
- ❖ Family Day/Homecoming Weekend
- ❖ One (1) week before and one (1) week after the start of Spring Semester
- ❖ Large catering events during April and May, dates will vary

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](mailto:university.dining.office@uwsp.edu)  
Dining management team will be consulted and review your request based on coverage/business needs.

---

---

**Office Use Only**

Manager's Signature: \_\_\_\_\_