Request to Schedule Unscheduled Partial Day	Called In
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Emory University REQUEST FOR LEAVE NON-EXEMPT STAFF (BI-WEEKLY PAID)

This form should be completed by non-exempt employees who request leave or in special circumstances to approve leave that has been taken. This form should be submitted to the immediate supervisor as far in advance as possible. The request should be kept with the employee's leave records in the department or school.

The supervisor should notify the employee when leave is approved or not approved. If not approved, the reason for the non-approval should be stated on the form.

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