



Civil Leave Request Form

Catastrophe Leave- 2024 Tornado

Employee Name: _____

Personnel Number: _____ Department: _____

I am requesting _____ days of Civil Leave to begin on _____.
(Maximum of 2 weeks of regularly scheduled workdays- up to 10 days- prorated by FTE.)

Please provide a brief summary of the reason for the request for Civil Leave (Additional documentation may be required.)

I certify that I am directly affected by the 2024 tornado and that I am requesting Civil Leave to attend to **my own** personal matters.

Employee Signature: _____ Date: _____

All Civil Leave must be approved in advance by the Immediate Supervisor. Enter approved Civil Leave in Firefly- with the Comment: **Tornado Leave**.

Immediate Supervisor: _____ Date: _____

____ Approved

____ Denied Reason: _____

Employee or Supervisor: Forward or email a copy of this signed form to HR Employee Relations- erdocuments@unmc.edu or campus zip 5470.