



Exempt Employees Leave Report Form Instructions

(See sample form on page 2)

1. Enter employee name.
2. Enter employee ID. This is the BASIS ID (6 digits), not the University ID. This ID number can be obtained from the leave representative or from webBASIS at the bottom of the Main Menu page.
3. Enter Month that leave was taken.
4. Enter Year that leave was taken.
5. Enter Date(s) Leave Taken. Enter each date that leave was taken. List the dates in chronological order. If more than one leave category was used for the same date, list the date multiple times (see sample form on page 2).
6. Enter Number of Hours Taken. Enter the number of hours taken that correspond to the dates in the left column.
7. Enter Leave Category. Enter the appropriate leave category as provided in the category list. If leave category is "Other", explain.
8. Enter Total Number of hours Taken by Category. Enter the total hours taken in each category as applicable.
9. Employee Signature. Employee sign and date form.
10. Supervisor Signature. Supervisor sign and date form.
11. Leave Representative Signature. Leave representative sign and date when posted to BASIS.

