



## Human Resource Services

# Sick Leave Information Request

(For use by Payroll Services and Human Resource Services)

\_\_\_\_\_  
Human Resource Services

FROM:

\_\_\_\_\_  
Payroll Services

Work Site / Department:	
Date and Time:	

--

Information:
--------------

As of Date	Sick Leave Balance	Comments

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_