TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
APPLICATION FOR LEGISLATIVE LEAVE
FOR PEACE OFFICERS

I. To be completed by applicant:

Date: _____

Name: _____ Employee R#: _____

Dates of requested leave   From: _____ Through: _____

Purpose of requested leave: _____

_____

_____

_____

_____

_____

Source of funds to be used to reimburse TTUHSCEP: _____

_____

_____
Signature of Employee

__ROUTE FORM TO TTUHSCEP POLICE__

II. To be completed by TTUHSCEP Police

    a. Is this employee a certified peace officer: _____ Yes _____ No

    b. How will employee's duties be performed during the absence? Provide names of replacement employees and number of hours each is expected to work:

      _____

      _____

      _____

      _____

      _____

    c. Account number to be reimbursed: _____

_____
Signature of TTUHSCEP POLICE

ROUTE FORM TO EXECUTIVE DIRECTOR HUMAN RESOURCES (EDHR)

III. To be completed by Executive Director Human Resources

a. Salary to be paid to employee during leave _____

b. Longevity pay to be paid _____

c. Premium sharing to be paid _____

d. Value of vacation accrued _____

e. Value of sick leave accrued _____

f. TRS/ORP matching contributions _____

g. Social Security matching contributions _____

h. WCI coverage cost _____

i. Salary of replacement employee(s) _____

j. Longevity pay for replacement employee(s) _____

k. Premium sharing for replacement employee(s) _____

l. Value of vacation accrued by replacement employee(s) _____

m. Value of sick leave accrued by replacement employee(s) _____

n. TRS/ORP matching contributions for replacement employee(s) _____

o. Social Security matching contributions for replacement employee(s)_____

p. WCI coverage cost for replacement employee(s) _____

TOTAL COST OF LEAVE _____

ROUTE APPLICATION TO EMPLOYEE

Pay above amount to the Bursar and return application to EDHR for approval.

$_____received and deposited to: FOP:_____

_____
Signature of Bursar   Date

Approved: _____
Signature of EDHR   Date

RETURN APPLICATION TO: Employee Human Resources File
                                               TTUHSCEP Police