Administrative Process - Leave Forms
Salaried Staff and Professional Staff Members

The requester is responsible for completing this electronic form (where indicated).
Do not enter ½ day request this way.

Enter ½ day request this way in hours.
(EXs Only: 8:30am - 12:00pm = 3.5 hours and 1:00pm - 5:00pm = 4 hours)
The requester submits this electronic form to their immediate manager for approval and must always add Kathy Michael's e-mail address kmichael@udel.edu (as a copy) located at the bottom of the form (see below).
FAQs

**DAILY BALANCE INFORMATION:**

**QUESTION:**

When will I know my time requested has been posted against my earned balance?

**ANSWER:**

Your remaining balance shall be updated weekly, normally by the close of Friday’s business day.

**QUESTION:**

Where do I find my vacation and/or sick time balance information?

**ANSWER:**

You go to the following website address, which is:

https://adm.facil.udel.edu/cgi-bin/tainfo

**TIME TAKEN THAT IS LESS THAN AN ENTIRE DAY:**

**QUESTION:**

How do I enter my time when it is less than an entire day?

**ANSWER:**

If an entire day is not being taken, time should be entered as **hours only**.

Any fraction of an hour should be reflected downward to the next half or whole number. (EXs: 3.25/hour = 3.0 hours, 3.75/hour – 3.5 hours)