

Department: _____

I am requesting _____ days (maximum of 10 consecutive work days) of leave from the NU Major Disaster Leave Pool to begin on _____. I understand that I must exhaust all of my accrued but unused vacation leave before receiving this leave from the Major Disaster Leave Pool.

I understand that Major Disaster Leave will not constitute vacation leave payable to me upon separation under the Nebraska Wage Payment and Collection Act.

I am requesting Major Disaster Leave for the following reason(s).

- Flooding directly impacted me
- Flooding directly impacted my immediate family (as defined by the HR Policy)

Please provide a brief summary of your reason for this request:

Employee Signature: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Department Head/Dean/Director: _____ Date: _____

Director Human Resources: _____ Date: _____