



2022 Unused SPSL has no value if an employee separates from CSU employment. Where leave usage restrictions apply,

permissible reasons for leave are noted below.

Employee Name:		Employee ID:	
Job Title:		Division/Department:	
Classification:	CBID:	Full-Time:	Part-Time:
		Exempt:	Non-Exempt:

PERMISSIBLE USE OF LEAVE

Check Box(s)	Qualifying Reasons to Use of up to <u>40 hours (5 days)</u> Supplemental Paid Sick Leave (SPSL)



Request for Dates of SPSL

Month	Dates Requested (Additional detail may be attached to this form. Exempt employees must use time in full day increments if not covered under FML.)	Total Number of Hours Requested	Total Number of Hours Used Prior to this Request	Total Number of Hours Remaining in Allotment
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