

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: \_\_\_\_\_