

**Texas A&M University-Kingsville**  
**Dick and Mary Lewis Kleberg College of Agriculture and Natural Resources**  
**EXTERNAL EMPLOYMENT AND CONSULTING**  
**LEAVE REQUEST FORM**

**(NOTE: If away from work more than 2 days, additional filing for CONCUR leave is required.)**

Employee

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Faculty                       Staff

Period of Absence: \_\_\_\_\_ am/pm \_\_\_\_\_ To: \_\_\_\_\_ am/pm \_\_\_\_\_  
Time                      Date                      Time                      Date

Class	Section	Hour	Dates Involved	How Arranged For

Official Paid Release Time:     Yes             No

Vacation Leave Time:             Yes             No

Compensatory Time:             Yes             No

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS** (advance approval required):

\_\_\_\_\_  
Supervisor/Department Head                      Date: \_\_\_\_\_

\_\_\_\_\_  
Dean                      Date: \_\_\_\_\_