MISSISSIPPI DELTA
COMMUNITY COLLEGE

ADMINISTRATIVE LEAVE FORM

Employee _____ Position _____

Date(s) of Absence _____

Reason for Absence: _____

Administrative/Professional Leave, (ALL out-of-state travel must go before the Board) You MUST complete the following: Please provide any pertinent information needed for determining approval for leave.

<mark>Once leave is approved, you MUST submit same in KRONOS.</mark>

Location: _____

_____ Administrative/Professional – **FILE SEVEN DAYS IN ADVANCE OF ABSENCE**

        _____ Yes, a vehicle is needed for travel (**Must complete vehicle reservation form)**

        _____ No vehicle is needed

_____   _____
Employee   Date Filed

_____   _____
Director / Supervisor / Division Chair   Date Received

_____   _____
Vice President   Date Received

_____   _____
President   Date Received

Revised 07/19/2021