Hilltop
COMMUNITY RESOURCES

SABBATICAL REQUEST FORM

EMPLOYEE MUST PROVIDE A 90 DAY NOTICE. Please save the approved Request to a file and then upload it to the Employee's Documents in UKG: My Team > My Employees > Open EE profile. Go to Documents > Employee Documents. Click the Add button at the top of the page. Select the "Sabbatical" category. Save and upload the approved request and select the Payroll Administrator as the final approver.

Employee Name _____   Employee ID _____

Program Name _____   Department Number _____

Date of Hire/Longevity Date _____   Date of Last Sabbatical _____

Dates Requested/Approved for Sabbatical _____

Dates Originally Requested (only if original Request was denied) _____

Employee Signature _____

Supervisor Signature _____

OPS level Director Signature _____

Date Request was Approved by Ops _____