



Daim Ntawv Thov Caij So (Time Off Request Form)

Muab daim ntawv teev tiav rau koj tus thawjsaib.

Tus Neeg Ua Num Npe: _____

Hnub/Cov Hnub Thov So (piv txwv: Yim Hli xiab 11, 2025 yuav sau 08/11/2025)	Thov So Tsawg Xuab Moos (hours) (piv txwv: 4 hours, 8 hours, 10 hours)	Hom Caij Siv * [siv tus tsiaj ntawv (code) hauv qab no]	Puas tso so? (Rau tus thawjsaib xwb) Y= Tso N= Tsis tso
1.			Y N
2.			Y N
3.			Y N
4.			Y N
5.			Y N

*Hom Caij Siv	Tus Tsiaj Ntawv Siv
Caij So Mus Ua Si (Vacation)	V
Caij So Rau Muaj Mob (Sick Leave)	SL
Caij Rau tus Kheej So (Personal Holiday)	PH
Caij Caiv (Holiday los Floating Holiday)	H
Caij Ua Haujlwm Tshaj (Comp Time) (*Cov Them Nyiaj Xuabmoos nkaus xwb)	CT
Caij So Ua Si Tshem Cia (Banked Leave)	BL

*Tej zaum ceg ua haujlwm kuj muaj cov kev ua raws siv los rau ua tau cov caij ua haujlwm tshaj (comp time). Nrog koj lub HR tham.

Tus Neeg Ua Num Kos Npe

Hnub Muab Rau

Tus Thawjsaib Kos Npe

Hnub Tso Cai Rau

Cov kauj ruam tom ntej rau cov thawjsaib:

- Ntaus cov caij so thov rau hauv *Workday*. Saib Qhov Caij Thov So Rau Tus Neeg Ua Haujlwm (kb.wisconsin.edu/workday/internal/144864).
- Yog koj xav koj piav ntxiv txog daim ntawv Thov Caij So thov mus saib hauv *UW–Madison Human Resource Policies page* (hr.wisc.edu/policies/).