



EDUCATIONAL LEAVE REQUEST FORM INSTRUCTIONS

- I. The “Educational Leave Request Form” should be used by full-time professional OCES staff to apply for:
Official Educational Leave
Forms are available at: http://intranet.okstate.edu/staff_development.
- II. Applicant should complete, sign and submit the “Educational Leave Request Form” to 255 Ag Hall at least five (5) business days prior to the first day of class. The tuition fee waiver form should also be submitted at this time.
- III. Routing Procedures
- (a) If County Educator, submit to County Extension Director for recommendation then to District Extension Director.
 - (b) If County Director, submit to District Extension Director.
 - (c) If Extension Area Specialist or District Staff, submit to District Extension Director.
 - (d) If District Extension Director or State Administrative Staff, submit to Associate Director.
 - (e) If State Specialist or Assistant State Specialist, submit to Department Head and/or appropriate Unit Administrator.
- III. District Extension Director, Department Head, and/or appropriate Unit Administrator or Associate Director will review and recommend or deny the request. If approved, the form will be forwarded to the Staff and Program Development Office.
- IV. After final approval, a signed copy will be returned to the applicant and District Extension Director, Department Head and/or Unit Administrator for their files.

Direct your questions to:

Oklahoma Cooperative Extension Service
Staff and Program Development Director
Oklahoma State University
255 Agricultural Hall
Stillwater, OK 74078
Phone: (405) 744-7969 (Joyce Martin)
Phone: (405) 744-9711 (Linda Turner)
FAX: (405) 744-5339
Email: joyce.martin@okstate.edu

*References – OCES Policy/Procedures Guidelines

9-2004
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