



BOISE STATE UNIVERSITY

Date:

Employee Name:

From: #PJTF 4UBUF 6OJWFSTJUZ Ū)VNBO 3FTPVSDF 4FSWJDFT

Subject: -JNJUFE 4FSWJDF .FNPSBOEVN PG "HSFFNFOU

#PJTF 4UBUF 6OJWFSTJUZ EFTJSFT UP FNQMPZ ZPV BT B O

:PV BSF CFJOH IJSFE VOEFS B MJNJUFE TFSWJDF BQQPJOUNFOU 5IJT J
3VMF BOE JT TVCKFDU UP UIF UFSNT BOE DPOEJUJPO PG FNQMPZ
BOE " DPQZ PG UIFTF SVMFT JT BUUBDIFE GPS ZPVS JOGPSNBUJF

:PV BSF CFJOH IJSFE XJUI UIF VOEFSTUBOEJOH UIBU
" :PVS FNQMPZNFUO JT BO BQQPJOUNFOU UP TUBUF TFSWJDF JO B M
QSPKFDUFE UP CF PG MJNJUFE EVSBUJPO BOE JT FYQFDUFE UP FO
0ODF ZPV IBWF TVDDFTTGVMZ DPNQMFUFE ZPVS FOUSBODF QSPC
FNQMPZFF %)3 3VMF
\$:PV DPVME CF MBEJ PGG BU BOZ UJNF EVF UP CVTJOFTT OFDFTTJU
GVOEJOH DPODMVEFE 'PS QVSQPTFT PG MBZPGG MJNJUFE TFSWJ
PS GVODUJPO GPS XIJDI UIF BQQPJOUNFOU XFSF NBEF *G ZPV B
QSFGFSFODF BOE DBOOPU EJTQMBDF PUIFS SFHVMBS QFSNBOFOU
% %)3 3VMF 3FEVDUJPO JO 'PSDF EPFT OPU BQQMZ UP SFEVDUJPO
TFSWJDF BQQPJOUNFOU FYDFQU BT QSPWJEFE JO EFQBSUNFOUBM
QSPHSBN PS GVODUJPO MJNJUFE TFSWJDF QPTJUJPO
& "MM %JWJTJPO PG)VNBO 3FTPVSDFàT 3VMFT SFHBSEJOH USBOTGF
BDDSVBM BOE PUIFS GSJOHF CFOFGJUT BQQMZ VOEFS UIJT MJNJUF
BQQMZ UP BMM PUIFS FNQMPZFFT JO DMBTTJGJFE TFSWJDF

5IJT .FNPSBOEVN PG "HSFFNFOU CFDPNFT OVMM BOE WPJE TIPVME ZPV

&WFO UIPVHI ZPV IBWF CFFO IJSFE JO B MJNJUFE TFSWJDF QPTJUJPO U
EFQBSUNFOU SFHBSEJOH QFSTPOOFM NBUUFST SFNBJO JO GVMM GPSDF
BCPWF 5IJT NFNPSBOEVN JT SFRVJSFE UP CF SFOFXFE PS VQEBUFE BU

:PVS TJHOBUVSF CFMPX JOEJDBUFT ZPV BHSFF UIBU UIJT .FNPSBOEVN D
PG UIJT MJNJUFE TFSWJDF BHSFFNFOU

Employee's Signature

Boise State Human Resources (#RRQKPKPI #WVJQTKV)

DHR Rules

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