

MSUAASF/MnSCU Administrator  
**Request for Approval**  
**Acting/Interim Appointment**

I request leave from my current position of \_\_\_\_\_

to accept the acting/interim appointment of \_\_\_\_\_

for the dates of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Supervisor of current position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of acting/interim position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date