

# Leave Reserve Fund (LRF) Request Form Instructions for Employees (Electronic)

## Before You Start

Make sure you have the following information ready:

- Your **Department Head's first name, last name, and email address.**
  - Your institution's **Chief Human Resources Officer's (CHRO) first name, last name.**
  - **Your CHRO's preferred email address** for receiving Leave Reserve Fund requests (please contact your institution's Human Resources Office for the preferred address).
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## Step 1: Open the Form

Click the link provided to access the Adobe web form.

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## Step 2: Complete Your Section

Carefully read and fill out all required fields in your part of the form. When prompted, click **“Submit”** and enter the following:

### Participant 2 (Department Head):

- First Name
- Last Name
- Email Address

### Participant 3 (Chief Human Resources Officer):

- First Name
- Last Name
- Preferred Email Address

Make sure all information is correct before proceeding.

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## Step 3: Submit the Form

Once you've completed your section:

1. Enter your email and click **“Submit.”**
2. Check your inbox for an email from Adobe Sign (adobesign@adobesign.com) requesting submission confirmation.
3. Open the email and click **“Confirm my email address”** to successfully submit the form.

The form will automatically be routed to your **Department Head** for their review and/or signature.

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## What Happens Next

- The form will automatically be routed to your **Department Head (Participant 2)** for their review and signature.
  - After your Department Head completes their section, the form will be routed to your institution's **Chief Human Resources Officer.**
  - Once all parties have completed their sections, the form will automatically route to the **USM Human Resources Office** for final processing.
  - Once the USM Human Resources Office completes the form, a copy will be sent to you from AdobeSign via email.
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## Need Help?

If you run into any issues, contact your institution's Human Resources Office for assistance.

# Leave Reserve Fund (LRF) Request Form Instructions for Employees (Printed)

This option is for employees who need to complete the form using paper and pen, or who are not comfortable using online forms.

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## What You'll Need

Before you begin, make sure you have access to the following:

- A printer
  - A blue or black pen
  - Reliable internet connection
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## Step 1: Print the Form

1. Open the email or webpage where the form link is provided.
  2. Click the link to open the form.
  3. Look for a **“Download”** or **“Print”** button (usually at the top or bottom of the page).
  4. Click **“Print”** and select your printer.
  5. If you don't have a printer:
    - Ask a colleague or family member to print it for you; or
    - Save the form to a USB drive and take it to a local library or print shop.
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## Step 2: Fill Out the Form

1. Use a blue or black pen to fill in the form clearly.
2. Carefully read and fill all applicable fields under **“Part 1: Employee Information.”**

Make sure your handwriting is neat and double-check the spelling of names and email addresses.

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## Step 3: Send the Form to the Next Person

1. Once you've filled out your part, give the form to your Department Head.
    - You can hand it to them in person or scan and email it to them.
    - If you don't have a scanner, you can take a clear photo of each page using a smartphone.
  2. Ask your Department Head to:
    - Complete their section
    - Send the form to your institution's Chief Human Resources Officer to review, sign, and send to the USM Human Resources Office.
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## Need Help?

If you need assistance at any point, contact your institution's Human Resources Office.