

**WASHINGTON UNIVERSITY PARKING AND TRANSPORTATION SERVICES  
PERMIT HOLD REQUEST FORM**

\_\_\_\_\_  
PRINT NAME (LAST, FIRST, MIDDLE INITIAL)

\_\_\_\_\_  
WUSTL EMPLOYEE NUMBER

\_\_\_\_\_  
ANTICIPATED DATE OF RETURN

\_\_\_\_\_  
PERMIT NUMBER

REASON FOR PERMIT HOLD REQUEST (CHECK ONE):

<input type="checkbox"/>	SABBATICAL
<input type="checkbox"/>	SEMESTER TEACHING SCHEDULE
<input type="checkbox"/>	9-10 MONTH EMPLOYEE
<input type="checkbox"/>	APPROVED LEAVE OF ABSENCE (FMLA OR OTHER)
<input type="checkbox"/>	OTHER

WASHINGTON UNIVERSITY PARKING AND TRANSPORTATION SERVICES POLICY PERMITS FACULTY AND STAFF WITH AN INDIVIDUAL (NOT BEARLY DRIVERS CARPOOL PERMIT), PAYROLL DEDUCTED, PARKING PERMIT TO PRESERVE THEIR PARKING ASSIGNMENT AND FOREGO PAYROLL DEDUCTIONS FOR UP TO 90 CONSECUTIVE CALENDAR DAYS PER ACADEMIC YEAR (AUG. 1 TO JULY 31). THESE INDIVIDUALS WILL HAVE THE OPTION TO RENEW THE PERMIT HOLD FOR UP TO 180 DAYS.

UPON SURRENDERING MY PARKING PERMIT IN PERSON AT THE PARKING AND TRANSPORTATION SERVICES OFFICE AT NORTH CAMPUS, MY PERMIT WILL BE HELD FOR UP TO 90 DAYS AND DURING THAT PERIOD THE APPLICABLE PAYROLL DEDUCTIONS WILL NOT BE TAKEN. WHETHER THE DEDUCTION WILL BE TAKEN ON THE DATE SURRENDERED TO PARKING AND TRANSPORTATION SERVICES WILL DEPEND ON THE DATE SURRENDERED TO PARKING AND TRANSPORTATION SERVICES AND THE DATE RETURNED TO THE FACULTY/STAFF MEMBER. WHEN ENTERING INTO THIS AGREEMENT, I ACKNOWLEDGE THAT IF MY PERMIT IS NOT RETRIEVED AT THE END OF THE 90-DAY PERIOD, ON THE 91<sup>ST</sup> DAY MY PERMIT WILL BE CANCELLED AND MY PARKING ASSIGNMENT WILL BE RETURNED TO INVENTORY AND/OR ALLOCATED TO THE WAITLIST. IF I CHOOSE TO EXTEND THE HOLD ANOTHER 90 DAYS, I WILL CONTACT THE PARKING AND TRANSPORTATION OFFICE BY PHONE PRIOR TO THE END OF THE 90-DAY PERIOD. I ALSO AGREE TO PAYROLL DEDUCTION TO PAY FOR ANY FINES/FEEES INCURRED DURING THE HOLD PERIOD AS THE FINES/FEE WILL NOT BE VOIDED. ABSENT PAYROLL DEDUCTION, I AGREE TO PAY IN FULL ANY OUTSTANDING BALANCE ON MY ACCOUNT WITHIN SEVEN (7) CALENDAR DAYS.

LAST DAY TO PICK UP PERMIT: \_\_\_\_\_

WU P&T CLERK: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

This section to be completed when permit is returned to faculty/staff member.

I ACKNOWLEDGE RETURN OF MY PARKING PERMIT BY WASHINGTON UNIVERSITY PARKING AND TRANSPORTATION SERVICES. I UNDERSTAND THAT PAYROLL DEDUCTIONS FOR THE COST OF THIS PERMIT AND ANY FINES/FEEES INCURRED WILL RESUME.

\_\_\_\_\_  
PROCESSED BY WU P&T CLERK

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE