

Leave Request Form

- This form is to be completed by requesting employee prior to an absence for Annual Leave and immediately upon return for Sick Leave.
- Annual Leave must be approved in advanced by the immediate supervisor.
- Sick Leave: A doctor's excuse is required (1) when the absence occurs the day before or day after a paid holiday, (2) when the absence occurs the day after payday, or (3) when the employee has been absent three or more consecutive days before returning to work.
- Completed requests must be attached to employee's monthly time sheet and submitted to the designated time and attendance clerk.

Employee:

<u>Annual Leave:</u>	Begin Date:	End Date:	Total Hours
<u>Sick Leave:</u>	Begin Date:	End Date:	Total Hours
<u>Funeral Leave:</u>	Begin Date:	End Date:	Total Hours

Name of immediate family member:

Employee Signature

Date:

Approved By

Date: