

*Leave Request Form*

 Employee Name Click or tap here to enter text.

 Request Date Click or tap to enter a date.

 Supervisor Approval

 Date Approved Click or tap to enter a date.

 Type(s) of Leave Requested [ ]  Vacation # Hours Click or tap here to enter text.

 [ ]  Personal # Hours Click or tap here to enter text.

 [ ]  Sick # Hours Click or tap here to enter text.

 Total Hours Requested Click or tap here to enter text.

 First Day Absent Click or tap to enter a date.

 Return to Work Date Click or tap to enter a date.

 Additional Remarks Click or tap here to enter text.