A black background with grey letters

AI-generated content may be incorrect.

*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.