



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	<div><input type="checkbox"/> Vacation # Hours Click or tap here to enter text.</div> <div><input type="checkbox"/> Personal # Hours Click or tap here to enter text.</div> <div><input type="checkbox"/> Sick # Hours Click or tap here to enter text.</div>
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.