

Request for Leave of Absence

(Any employee requesting time off must complete the request for leave of absence form and submit it to his/her manager/supervisor for approval.)

Today's Date: ____/____/____

Employee Name: _____

Title: _____

Beginning Date of Leave: _____

Ending Date of Leave: _____

Please provide any details regarding this leave of absence in the space below:

Employee Signature

Date

For Office Use Only

The above request for leave of absence has been:

Approved Disapproved

Supervisor/Manager Signature

Date

(The supervisor must copy this form and send a copy to the employee and submit the original to payroll for tracking of vacation, personal, and sick time as is applicable.)