



Request for Leave of Absence

Employee Name: _____

Employee No.: _____ Department: _____

Type of Leave Requested: (check one)

_____ Personal Leave

_____ Advanced Sick Leave (pre-scheduled appointment)

_____ Other Sick Leave (Attach doctor or other excuse if appropriate)

Date(s) of Expected Leave: _____

Expected Date of Return: _____

Number of Hours Requested Off: _____

Signature of Employee _____

Date of Request _____

FOR OFFICE USE ONLY

Approved _____

Denied _____

Comments _____

Signature of Supervisor _____

Date of Decision _____