

### LEAVE REQUEST

Today's date: \_\_\_\_\_

Name (print): \_\_\_\_\_

I am requesting leave for:

Bereavement

Jury Duty

Paid Time Off

Other: \_\_\_\_\_

Date(s) of leave: \_\_\_\_\_

Time or number of hours to be charged: \_\_\_\_\_

Reason for leave: \_\_\_\_\_

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's signature

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