



Request for Leave

I, _____, hereby request permission to take leave:

Date/s		Return Date	Time/s		Total Hours
From	To		From	To	

Type of leave, enter hours into the appropriate boxes below:

<p>Executive Management (R-14,721)</p> <p>Annual Leave (66) Hours:</p> <p>Administrative Leave (04) Hours:</p> <p>Reserve Leave (RL) Hours:</p>	<p>IUOE/SEIU</p> <p>Sick Leave (11) Hours:</p> <p>Vacation (10) Hours:</p> <p>Comp (14) Hours:</p>
<p>Mid-Manager/Mid Managers Confidential</p> <p>Annual Leave (60) Hours:</p> <p>Administrative Leave (04) Hours:</p> <p>Excess Leave 80% (08) Hours:</p> <p>Excess Leave 20% (02) Hours:</p> <p>Reserve Leave (RL) Hours:</p> <p>Sick Leave (11) Hours:</p> <p>Vacation (10) Hours:</p>	<p>IUOE</p> <p>Excess Used 20% (U2) Hours:</p> <p>Excess Used 80% (U8) Hours:</p> <p>SEIU</p> <p>Excess Used 20% (S2) Hours:</p> <p>Excess Used 80% (S8) Hours:</p>
<p>Comments:</p> 	<p>Confidential</p> <p>Annual Leave (60) Hours:</p> <p>Reserve Leave (RL) Hours:</p> <p>Sick Leave (11) Hours:</p> <p>Comp (14) Hours:</p>
	<p>Workers Compensation Related (07): YES NO</p>
	<p>Bereavement (05): YES NO</p>

Employee's Signature

Date

Approved Declined _____
Supervisor's Signature

Date