



LEAVE FORM

- ☐ Vacation Leave ☐ 2014 – 2015 Bonus Leave
- ☐ Sick Leave ☐ 2017 – 2018 Non-Expiring Leave
- ☐ Personal Leave ☐ 2018 – 2019 Special Annual Leave
(Use in 1hr increments)
- ☐ Personal Observance Day (Must use 8hrs in one day)

- ☐ Funeral Leave ☐ Workers Comp
- ☐ Civil Leave ☐ Voluntary Shared Leave
- ☐ Military Leave

Is this FMLA Leave? ☐ Yes ☐ No

EMPLOYEE NAME (Please Print) _____

☐ Check if UNPAID leave of absence (Supervisor to complete)

Date of Leave	Hours Used	Date of Leave	Hours Used
Comments:			

*REQUESTED BY: _____ *APPROVED BY: _____

** By typing/signing your name as the requestor/approver, you agree to the accuracy of the leave reported on this form.*