



LEAVE FORM

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

- Funeral Leave
- Civil Leave
- Military Leave
- Workers Comp
- Voluntary Shared 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.*