

Request for Leave Instructions

If you know in advance that you will be absent, fill out a *Request for Leave* form and submit it to your supervisor for approval. If you have an unexpected absence (i.e. sickness, death in the family), fill out the form immediately upon your return. The top part (Leave Requested) is used to get approval from your supervisor to be absent. The bottom part (Actual Leave Taken) should be completed when you return to show how much time you actually took off from work. In the example below, although Ima requested to take Sick Leave from 8:00-12:00 on the 31st, she actually took the whole day off from work, which is equivalent to 7.5 hours.



REQUEST FOR LEAVE

October 29, 2003

Date

Name of employee Ima Example

Social Security # 111-11-1111

Title of position Technical Clerk

LEAVE REQUESTED

	Month	Day	Hour	Comp. time	Annual	Sick		Military	Other
						Self	Other		
Beginning	<i>Oct.</i>	<i>31</i>	<i>8:00 a.m.</i>				<input checked="" type="checkbox"/>		
Ending	<i>Oct.</i>	<i>31</i>	<i>12:00 p.m.</i>	Civil	Without Pay	<i>4.0</i>			
						TOTAL HOURS REQUESTED			

Ima Example

(Requester)

The Boss

(Supervisor)

ACTUAL LEAVE TAKEN

	Month	Day	Hour	Comp. time	Annual	Sick		Military	Other
						Self	Other		
Beginning	<i>Oct.</i>	<i>31</i>	<i>8:00 a.m.</i>				<input checked="" type="checkbox"/>		
Ending	<i>Oct.</i>	<i>31</i>	<i>4:30 p.m.</i>	Civil	Without Pay	<i>7.5</i>			
						TOTAL HOURS TAKEN			

Ima Example

(Requester)

The Boss

(Supervisor)