



## request for leave of absence

employee name: \_\_\_\_\_

position: \_\_\_\_\_

date: \_\_\_\_\_

dates requested off: \_\_\_\_\_

total days requested: \_\_\_\_\_

employee signature: \_\_\_\_\_

date: \_\_\_\_\_

manager signature: \_\_\_\_\_

date: \_\_\_\_\_

approved / denied (please circle one)

comments:

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