



Administrative Department Head Leave Request Form

The Administrative Department Head Leave Request Form must be completed and submitted to the Mayor when you are planning to be out of the office. Use of this form is important. The form should be submitted prior to you taking time away from the office unless an emergency situation arises. Even in emergency situations the form should be completed upon your return to your duties.

Name: _____

Date(s) of Leave: _____

Purpose of Leave:

Vacation Sick Professional Personal

For professional leave (and when appropriate for vacation and sick leave) please give the following information in the event you must be contacted:

Event to be attended: _____

Place of event: _____

Phone number (if known): _____

Department Head Signature

Date

Mayor's Signature

Date

Please submit to the Mayor's Office