



### Leave Request Form

The Leave Request Form is to be used by hourly employees. This form is to be completed, then submitted and approved by the Department Head. The form must be completed when 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 \_\_\_\_\_ # hrs     Professional     Funeral Leave

Sick \_\_\_\_\_ # hrs     Personal     Comp Time

Military Leave     Birthday

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):

Employee Signature

Date

Department Head Signature

Date