

**Request for Leave Approval**

**Employee Name:** \_\_\_\_\_

**Department/Office:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**I request approval for use of the following leave:**

**DATE/S**

\_\_\_\_\_ **Annual Leave** \_\_\_\_\_

\_\_\_\_\_ **Partial day on annual leave**  
**(# of hours to be used)** \_\_\_\_\_

\_\_\_\_\_ **Unscheduled Holiday(s)\*** \_\_\_\_\_

\*Must be used by August 31<sup>st</sup> of each year

I have sufficient leave balances to cover the hour(s)/day(s) requested.

Signature of Employee requesting leave: \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Not Approved:** \_\_\_\_\_

**Signature of Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_