

## Request for use of Annual Leave and/or Unscheduled Holiday

### Part A. Employee Completes

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

Date: \_\_\_\_\_

I request leave from: \_\_\_\_\_ to: \_\_\_\_\_  
\_\_\_\_\_ to: \_\_\_\_\_  
\_\_\_\_\_ to: \_\_\_\_\_

Please deduct the following days from my:

Annual Leave (# of Days or hours) \_\_\_\_\_

Unscheduled Holidays (# of Days) \_\_\_\_\_

Employee Comments:

### Part B: Supervisor Completes

This request is denied.  This request is approved.

Supervisor Comments:

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_