

Request for Annual Leave/Unscheduled Holidays

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) _____

Comments:

Part B: Supervisor Completes

I approve this request for leave.

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____