

ANNUAL LEAVE REQUEST

*****This is an internal document that stays within your department. Do not return this form to Human Resources. You may type into the fields directly and then print the form, or print this form out first and fill the form out manually.**

DATE: _____

TO: _____
Supervisor

FROM: _____
Employee

RE: Request for Time Off

I am requesting the following days off:

DATE(S) REQUESTED: _____

This time should be deducted from my:

PERSONAL DAYS

VACATION DAYS

APPROVED BY: _____
Supervisor

Whenever possible, this form is to be submitted to your supervisor at least 1 (one) week in advance for personal days and 1 (one) month in advance for use of vacation days.