ANNUAL LEAVE REQUEST

DATE: _____

TO: _____
        Supervisor

FROM: _____
        Employee

RE: <u>Request for Time Off</u>

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.