

INDIVIDUAL LEAVE REQUEST
(Please Retain for your Records)*

Date:

To: Immediate Manager

From: Employee Name _____

Subject: Leave Request

I am requesting the following off:

| Dates | Hours/ Minutes | Type of Leave to be used * see Leave of Absence Report for Type of Leave |
|-----------|-------------------|---|
| | | |
| | | |
| | | |
| Comments: | | |

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date

If supporting documentation is required to support the leave, the documentation is subject to HR review. Attach supporting documentation to the Leave of Absence Report.

Copy: Manager

*** (HR does not need this form. Submit the monthly Leave of Absence Report to HR.)**