**LEAVE REQUEST**

**EMPLOYEE NAME:**

**DATE OF REQUEST:**

**TYPE (Circle) PAID UNPAID**

**REASON FOR LEAVE? (REQUIRED)**

**DAYS REQUESTED**

**FROM (Date) TO (Date)**

**SIGNATURE OF EMPLOYEE**

**APPROVED BY EMPLOYER? YES NO**

**EMPLOYER SIGNATURE**

**EMPLOYER COMMENTS**

**Unless approved supervisor, this leave letter is not valid.**