

3 H U V R Q D O Leave RI \$ E V H Q F H Request Form

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(PSOR\HH &RPSOHWH UHTXHVW IRUP DQG VXEPLW LW WR \RXU OHDGHU ZKHQ
ZLWK RU ZLWKRXW SD\ LQ WKH IROORZLQJ FLUFXPVWDQFHV ZKHQ WKH OHD
v 7LPH DZD\ IURP ZRUN RU DGMXVWPHQW WR UHJXODU ZRUN VFKHGXOH FR
\$1'
v ,W V EHHQ GHWHUPLQHG \R\YHUH[ORXW WOHGLEDOKDRW D OHTXDOLGHGXH VRW
FLUFXPVW)DQPLHX DQG OHGLSD\$:RUDYSHOFM \$FFRPPRGDWLRQ RU 3DLG 3DU
3OHDVH FRQWDEW% XVLQHV 3DUWQHU +5%3 LI \RX+K\$YK FRVHW WL RQV Z &ZLQK
/HDGHU &RQVXOW ZLWK \RXU +5%3 ZKHQ \RX UHFHLYR UP 3HQJY FSDU@UHWRP DR
GHWHUPLQHGLRQFH D GHWDGFRXEDVWRWKLWFRPSOHWHG IRUP WR +XPDQ 5HV

1 DPH _____ P\ : 68 , ' _____

+RPH \$GGUHV _____
(City) (State) (Zip Code)

+RPH 7HOHSKRQH _____ : RUN 7HOHSKRQH _____

'HSDUWPHQW 1DPH _____

6XSHUYLVRU V 1DPH _____

/HD Beginning 'DWH: _____ /HDYH End LQJ 'DWH: _____

Briefly Explain 5HDV FRQWKH Leave LQIRUPDWLRQHGZLWVHG GHWHUPLQHHSURYHG :

7\SH RHDYH 5HTXHUW- Full-Time & RQWLQXR X V /5HDYHIFHG Part-Time 6 FKHGXOH

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, \RXDUHSDQWDVWKLQGHODYRKHQHSUWPLXZLVQWVQWVQVHGXFWRERXU SD\FKHFN
+RZHYHURXJRLQWQSDLVGDVXVLDGXOHDDQEHQHSUWPLXFRUPDQHGXFVHG IURP \RXU
SD\FKHFNELFROODHLFQVHGH DUVRXUHWLQVROVWDWZQVHRXUHWVWQVWDWV WKH FROO
SUHPLXZLVQWRPDVHSDGQFWRERXLLUSVDFKHFN V \RXQDNV RWKHU DUUDQJHPHQ
DGYDZEMWK3D\URHSDUWPHQW 3OHBDXHRFROODQDESDUQDWLRSUURQO#ZWRKLVWD H
GLVF RWWKHSUWLRQV

Employee Signature

Date

Distribution
Original: Human Resources
cc: Employee, Leadership

LEADER AUTHORIZATION

Request Approved: fGdYVznFYUgcbL

Request Denied: (Specify Reason)

Leader Signature: _____ Date _____