

Leave Request

Employee Name:			
All Day Event?			
Start Time:			
End Time:			
Leave Reason:			
Leave Description:			
Employees Delivery Managers Name:			
Employees Delivery Managers Comment:			
Employees Department Managers Name:			
Employees Department Managers Comment:			
Leave Requests Creation Date:			
Employee Signature Delivery Man	ager Signature	Department Manage	· Signature

Date of confirmation: