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we are here

THE REST IS STILL TO COME

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Employee Leave Request Form

employee_name

request_date

supervisor_name

REASON FOR LEAVE

☐ Vacation ☐ Leave of Absence ☐ Sick - Family

☐ Sick -Self ☐ Dr. Appointment

☐ Sick Family

☐ Funeral For

☐ Other

LEAVE REQUESTED

From

To

To

Number of Hours

Number of Days

Number of Days

Employee Signature

Date

Date

Supervisor Signature

Date

Date

Comment