



Leave Request

Employee's Name Joe Schmoe
Employee's ID 00101

Manager's Name Joe Manager
Department Finance Dept.

Leave Type	Comments	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Days
Family Related	Trip to India	01/23/2007	01/24/2007	2.00
Sick	Down with Fever	01/29/2007	01/29/2007	1.00
			Totals	3.00

Employee's Signature

Manager's Signature

Submit