Leave Request Form

Leaves - Dashboard				
Type of Leave	**Accrued**	**Availability**	**Applied**	**Balance**
PTO Leaves				

- Accrued Leaves are entered at the beginning of the calendar year.
- Accrued Leaves should be added to availability for the first time when applies for the leave.
- Later consider only Availability, Applied and Balance.
- For Every Sub-sequent Leave Request, Balance will become Availability.

Employee Name   :_____

Leave Category   :_____

Leave Start date   :_____

Leave End date   :_____

Hours applied   :_____

Reason   :_____

I,_____Understand that this leave will be treated as an unpaid Leave if I do not have any leave balance left. (See notes below)

Employee Signature   : _____

Approver's Signature   : _____

Notes:

- Employees are expected to give a minimum of one (1) week notice when requesting leave. In an emer-gency, the employee is requested to give as much notice as possible.