

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 : _____

Leave Status : _____

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:

- All unpaid leave must be approved by the employee’s supervisor to ensure coverage. All unpaid leave must receive final authorization from Sreedhar. Unpaid leave will only be granted for matters of critical urgency.
- Employees are expected to give a minimum of one (1) week notice when requesting leave. In an emergency, the employee is requested to give as much notice as possible.
- PTO may not be taken in excess of 3 consecutive weeks unless approved by the CEO, Department Head and Human Resources.
- Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken prior to the start of the unpaid FMLA time.