

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.