

## Employee Leave Request

**Employee Name** :  
**Requested Date** :  
**Start Date** :  
**End Date** :  
**Purpose** :

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's notice when requesting leave. However, in an emergency, the employee is requested to give as much notice as possible.