



# LEAVE REQUEST FORM

## 1. EMPLOYEE INFORMATION

Name:

Date:

## 2. LEAVE OF ABSENCE REASON

Annual Leave (dates of leave)

Sick Leave (dates of leave)

## 3. SIGNATURES

Employee Signature:

Supervisor Signature:

Approved

Disapproved

This form does not include Leave Without Pay (LWOP), Juror or Witness leave, and Military Leave.  
Please use the Montana Tech Application for Leave form on their website.  
<https://www.mtech.edu/administrative-services/forms/docs/Leave-Request-2018.pdf>