

# REQUEST FOR LEAVE

Employee's Name: \_\_\_\_\_

## Vacation Leave

Requested Date(s) of Leave: \_\_\_\_\_

Total Leave hours requested: \_\_\_\_\_

<b>Current Balance as of Last Pay Period (see your check stub)</b> _____	<b>Previously Approved Leave (not included in Current Balance)</b> _____	<b>Available Balance:</b> _____
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## Sick Leave

Requested Date(s) of Leave: \_\_\_\_\_

Total Leave hours requested: \_\_\_\_\_

<b>Current Balance as of Last Pay Period (see your check stub)</b> _____	<b>Previously Approved Leave (not included in Current Balance)</b> _____	<b>Available Balance:</b> _____
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## Compensatory Time

Note: Comp time should be used before use of vacation time

Requested Date(s) of Leave: \_\_\_\_\_

Total Leave hours requested: \_\_\_\_\_

<b>Current Balance as of Last Pay Period (see your check stub)</b> _____	<b>Previously Approved Leave (not included in Current Balance)</b> _____	<b>Available Balance:</b> _____
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Comments:

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approving Supervisor/Manager's Signature**

\_\_\_\_\_  
**Date**

Leave without Pay (LWOP) – See the City Personnel Policy Manual