

PERSONAL LEAVE REQUEST FORM

EMPLOYEE'S REQUEST

I request permission to use my accrued and unused personal leave time on the following date(s):

I understand that 1) I am required to submit this request form to my Director or Department Head, three or more days in advance of my requested personal leave, unless my Director or Department Head agrees otherwise; and 2) When I submit my timesheet for any time period that includes personal leave time, I also must include a copy of this form (signed by my Director or Department Head and me); and 3) By signing this form, I am certifying that I will not use personal leave time for other employment, for recreation, or to extend a holiday or vacation period.

Employee's Printed Name

Employee's Signature

Date Employee Submitted this request

DIRECTOR OR DEPARTMENT HEAD'S APPROVAL

This request is:

_____ Disapproved.

_____ Approved. I believe the employee's request is for legitimate purposes and I have planned for the employee's absence so that there will not be a disruption of service.

Director or Department Head's Signature

Date

After the employee and his/her Director or Department Head have signed this form, return it to the employee for submission with his/her timesheet.