Division of External Relations **Leave Request** (Use a different leave slip for each month)

**Name:**       **Date of Request:**       **Leave for (Month):**       **, 20**

**Type of Leave:**

Annual Leave (total hours)

Administrative Leave (total hours)

Sick Leave (total hours)

Funeral Leave (total hours)

Sick Family (total hours)

Other Leave (total hours

**Partial Day:** I will be out on:       , 20   From       a.m./p.m. to       a.m./p.m.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date/Hours** | | | | | | | | | | | | | |
| 1 |  | 2 |  | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  |
| 8 |  | 9 |  | 10 |  | 11 |  | 12 |  | 13 |  | 14 |  |
| 15 |  | 16 |  | 17 |  | 18 |  | 19 |  | 20 |  | 21 |  |
| 22 |  | 23 |  | 24 |  | 25 |  | 26 |  | 27 |  | 28 |  |
| 29 |  | 30 |  | 31 |  |  |  |  |  |  |  |  |  |

**Manager Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**