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:**