

# Vacation/Leave Request



## General Information

<b>Client Name:</b>	<b>Date:</b>
<b>Employee Name:</b>	
<b>Department:</b>	<b>Position:</b>

## Leave Request

<b>Leave Start Date:</b>	<b>Expected Return Date:</b>
--------------------------	------------------------------

**Number of Hours Requested:**

### Reason For Leave:

- Vacation/PTO
- Personal Leave
- Sick/Illness Leave
- Education/Workshop
- Military/Reserve Duty
- Other:

## Employee Acknowledgment

I understand and agree that if I do not return to work on the above stated date, or contact my Employer regarding my failure to return, I will be considered to have voluntarily abandoned my job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To Be Completed By Manager

**Leave Approved:**  Yes  No

**Leave Paid:**  Yes  No

**Remarks:**

Authorized Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_