



GENERAL LEAVE REQUEST

DATE: _____ EMPLOYEE: _____

I hereby request **GENERAL LEAVE**.

Day(s): _____ Hour(s): _____

Date(s): _____

EMPLOYEES SIGNATURE: _____

***** Completed by Supervisor *****

GENERAL LEAVE ACCRUAL TO DATE: _____

APPROVED: _____ DATE: _____
(Supervisor's Signature)