



EMPLOYEE LEAVE REQUEST

Employee Name	Date(s) Requested Off	Explanation/Notes	Date Submitted

Key Duties Requiring Coverage	Person(s) Covering	Initials	Date
1.			
Instructions			
2.			
Instructions			
3.			
Instructions			

- HUMAN RESOURCE USE ONLY -

Date received: _____	If conflict, routed to Mick: _____
Director initials/approved: _____	Staff notified via copy: _____
Put on Google calendar: _____	Original filed: _____
Put on staff schedule: _____	HR notes: _____

Admin/HR, Leave Request: 01/10



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