

# LEAVE REQUEST



Employee: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**I REQUEST LEAVE FOR THE FOLLOWING DATES:**  
*(only actual work days requested off)*

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Day's Requested: \_\_\_\_\_

**DAYS OF WEEK ABSENT:**

\_\_\_Sun \_\_\_Mon \_\_\_Tues \_\_\_Wed \_\_\_Thur \_\_\_Fri \_\_\_Sat

\_\_\_Sun \_\_\_Mon \_\_\_Tues \_\_\_Wed \_\_\_Thur \_\_\_Fri \_\_\_Sat

**REASON FOR LEAVE:**

\_\_\_ Vacation \_\_\_ Conference \_\_\_ Missions \_\_\_ Comp

\_\_\_ Sick Leave \_\_\_ Funeral \_\_\_ Revival

**EXPLANATION:**

Total Leave Days for Year: \_\_\_\_ Total Sundays For Year \_\_\_\_

Total Leave Days Remaining: \_\_\_\_ Total Sundays Remaining: \_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Leave Denied \_\_\_\_\_ Comments: \_\_\_\_\_