

JPW RIGGERS
LEAVE REQUEST FORM
To be completed 30 days before requested time off

I, _____, request to be absent from my duties on:
 (PRINT NAME)

<u>DAYS:</u>	<u>DATES:</u>	<u>FULL OR HALF DAY</u>	<u>DAYS:</u>	<u>DATES:</u>	<u>FULL OR HALF DAY</u>
Monday	_____	_____	Monday	_____	_____
Tuesday	_____	_____	Tuesday	_____	_____
Wednesday	_____	_____	Wednesday	_____	_____
Thursday	_____	_____	Thursday	_____	_____
Friday	_____	_____	Friday	_____	_____
Saturday	_____	_____	Saturday	_____	_____
Sunday	_____	_____	Sunday	_____	_____

Reason for Leave Request:

____ Vacation Leave

____ Other, explain _____

Signature of Employee: _____ Date: _____

Approved _____ Not Approved _____

Signature of Supervisor: _____ Date: _____

PLEASE NOTE:

- *Turn requests in to the Payroll Dept. or a Supervisor for approval no sooner than 30 days prior to requested date(s). Requests turned in with less than 30 days notice will be considered on a case by case basis.*
- *If after 5 days you have not been contacted, consider your request for time off "approved."*
- *If requesting paid time off please be sure that you have the time available. Just because a supervisor approves your request, it does not mean you have vacation time left to use. Feel free to contact Payroll Dept. to see how much available time you have left.*