

**JPW STRUCTURAL CONTRACTING
LEAVE REQUEST FORM**

Please complete below, sign, date, and return to your direct foreman

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(s) of Foreman: _____ / _____

Date: _____

HR Initial: _____ Date: _____

PLEASE NOTE:

- *Requests for 8-hours or more must be submitted at least 7 days in advance.*
- *Requests for less than 8-hours must be submitted at least two working days in advance.*
- *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 foreman approves your request, it does not mean you have vacation time left to use. Feel free to contact the HR Dept. to see how much available time you have left.*

FORMS NO LONGER GO TO JPW III FOR APPROVAL!