



REQUEST TO USE LEAVE CREDITS

Supervisor Name: _____

Office: _____

VACATION, PERSONAL LEAVE, HOLIDAY LEAVE, & COMPENSATORY TIME REQUIRES ADVANCE SUPERVISORY APPROVAL.

Vacation <input type="checkbox"/>	Sick Leave <input type="checkbox"/> Individual—Personal Illness <input type="checkbox"/> Family—Illness/death of family member (Up to 15 days per calendar year)	Personal Leave <input type="checkbox"/> Regular <input type="checkbox"/> Tardiness (Tardy more than 7 min. must charge in 15 min. intervals, if exhausted use vacation)	Holiday <input type="checkbox"/> Regular <input type="checkbox"/> Floating	Compensatory Time <input type="checkbox"/> Regular <input type="checkbox"/> Comp time over 40 Program #1
---	--	---	---	--

from _____ on _____ to _____ on _____
Start Time Start Date End Time End Date

Total Hours:

Print Employee Name: Employee Signature: Date of Request:	Approved Yes or NO Supervisor Signature: Date:
---	--

Submit this form to your supervisor for approval and then attach it to your time sheet.



REQUEST TO USE LEAVE CREDITS

Supervisor Name: _____

Office: _____

VACATION, PERSONAL LEAVE, HOLIDAY LEAVE, & COMPENSATORY TIME REQUIRES ADVANCE SUPERVISORY APPROVAL.

Vacation <input type="checkbox"/>	Sick Leave <input type="checkbox"/> Individual—Personal Illness <input type="checkbox"/> Family—Illness/death of family member (Up to 15 days per calendar year)	Personal Leave <input type="checkbox"/> Regular <input type="checkbox"/> Tardiness (Tardy more than 7 min. must charge in 15 min. intervals, if exhausted use vacation)	Holiday <input type="checkbox"/> Regular <input type="checkbox"/> Floating	Compensatory Time <input type="checkbox"/> Regular <input type="checkbox"/> Comp time over 40 Program #1
---	--	---	---	--

from _____ on _____ to _____ on _____
Start Time Start Date End Time End Date

Total Hours:

Print Employee Name: Employee Signature: Date of Request:	Approved Yes or NO Supervisor Signature: Date:
---	--

Submit this form to your supervisor for approval and then attach it to your time sheet.