



Leave Request Form

Revised 9/23/2014

This form should not be used for FMLA leave.

Employee's Name: _____

Employee ID Number: _____

Department: _____

Supervisor: _____

1. I request unpaid leave for the following reason:

2. I request this leave shall be: Paid Unpaid (Special Circumstance)

(If Available – This form authorizes absence on Leave it does not guaranty paid/unpaid availability. Each employee must verify available balances before taking Leave.)

3. I request that my leave begins on: _____

4. I expect the leave to continue until: _____

I have read and fully understand RELCO's policies and procedures for leave as documented in the most current version of the Employee Handbook.

Employee Signature

Date

Approval

Date