

Request for Unpaid Leave of Absence

Employee Section

Employee Name	
Employee Work Location	
Employee Position Title	

I wish to request an unpaid leave of absence from my above listed position:

To begin on: _____

Returning to work: _____

Reason for request: _____

Employee Signature		Date	
--------------------	--	------	--

Supervisor Section

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<i>Send to Human Resources after Supervisor Completion</i>	
Supervisor Signature & Date	

Human Resources Section

<input type="checkbox"/> Approved: _____ <input type="checkbox"/> Denied <i>Board Date</i>	
HR Signature & Date	