



Central Piedmont Community College

Request for Leave Form

I hereby request _____ hours leave . . .
Total Hours

From _____ on _____
Time Weekday Date

and ending _____ on _____
Time Weekday Date

Leave is to be shown in hours to two decimal places. (i.e., 8.00 hours — Minutes divided by 60 equals hundredths of an hour.)

Total hours (above) is comprised of hours from the following categories:

<u>Category</u>	<u>Hours</u>
Vacation	_____
Sick	_____
Military	_____
Necessity	_____
Other	_____
Bonus	_____
Total	_____

Requestor Signature _____ Date _____
Approval Signature _____ Date _____

Sign and forward this form to your supervisor for approval. If filled out and signed electronically, you may e-mail it as an attachment.