

**INDIVIDUAL LEAVE REQUEST**  
**(Please Retain for your Records)\***

Date:

To: Immediate Manager

From: Employee Name \_\_\_\_\_

Subject: Leave Request

I am requesting the following off:

Dates	Hours/ Minutes	Type of Leave to be used * see Leave of Absence Report for Type of Leave
Comments:		

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

If supporting documentation is required to support the leave, the documentation is subject to HR review. Attach supporting documentation to the Leave of Absence Report.

Copy: Manager

**\* (HR does not need this form. Submit the monthly Leave of Absence Report to HR.)**