

LEAVE REQUEST FORM AND REPORT

CITY & BOROUGH OF WRANGELL

Per the City & Borough of Wrangell Personnel Policy, employees should request vacation leave 60 days in advance and all leave is subject to supervisor approval and subject to business needs and staffing requirements.

The top copy of this form should be filled out to request time off and forwarded to Human Resources after approved. The second copy should have the bottom portion completed when the leave is taken and forwarded to Human Resources before the Time Sheets are due for that Payroll. If a leave spans more than one pay period a separate form should be completed for each pay period. The third copy is for the manager's desk file for the employee.

Employee Name: _____

Position: _____ Department: _____

Number of Hours to Take: _____

Type of Leave: Vacation

Beginning: _____

Floating Holiday

Ending: _____

Sick

Scheduled

Unscheduled

LWOP

Note: No leave with pay will be granted in excess of the employee's accrued balance.

Employee signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

-----HR Use Only-----

Current Balance _____ As Of _____ Initials _____

To be completed upon return:

Leave Ended: _____

Number of Hours Taken: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

-----HR Use Only-----

Entered Electronically on: _____ Initials: _____