

Pratt

Request for Approval to Use Annual Leave and Discretionary Leave Accruals

SECTION 1: EMPLOYEE

Name _____ Date Submitted _____

Dept. _____ Budget Code _____

Dates of Requested Absence _____

Please Check

Annual Leave _____ No. of Days

Discretionary Leave _____ No. of Days

Advanced Salary Check Requested

Employee's Signature _____

SECTION 2: IMMEDIATE SUPERVISOR

Approved

Not Approved

(Signature)

SECTION 3: HUMAN RESOURCES

Employee has credit

Employee does not have credit

Copy forwarded to Payroll

(Signature)

Instructions:

Employee: complete Section 1 and submit to immediate supervisor.

Supervisor: complete Section 2 and submit to Human Resources.

Human Resources: approve/reject and distribute.