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.