

Leave Request Form

LEAVE REQUEST SUBMISSION:

Employee Name: _____ Employee ID: _____

Proposed Leave Date(s): _____

Notes: _____

Employee Signature/Date

LEAVE REQUEST RESPONSE:

Leave Request is: Approved Denied

Reason: _____

Supervisor Signature/Date

***Note to Supervisor:** If approved, this leave time must be manually entered into the employee's timesheet in TAL to properly record the use of the leave and ensure the employee receives the appropriate pay. TAL is the system of record. This form should also be attached to the corresponding timesheet(s) in TAL. Please refer to the TAL Supervisor Manual for detailed instructions.