Multi-day leave request

Employee name: _____

Manager: _____

Date of request: _____

Leave type: PTO, Sick, Bereavement, Holiday, Jury duty or Unpaid. One row per scheduled day.

Date	Day	Scheduled hours	Leave type	Hours requested	Paid?

Totals (hours)

PTO	Sick	Bereavement	Holiday	Jury duty	Unpaid	All hours

_____ _____

Employee signature Date

☐ Approved ☐ Approved with changes ☐ Denied

_____ _____

Manager signature Date

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