

**EMPLOYEE LEAVE REQUEST**  
**Village of Woodlawn**

**Employee Name** \_\_\_\_\_ **Position Title** \_\_\_\_\_

**Department** \_\_\_\_\_ **Employee No.** \_\_\_\_\_

**Please Check Type of Leave Requested:**

<input type="checkbox"/> Annual (Vacation)	<input type="checkbox"/> Funeral
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Holiday (Floating)
<input type="checkbox"/> Other	<input type="checkbox"/> Personal Leave

**Explain (Other)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date	Time From	Time To	Number of Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employee Signaure** \_\_\_\_\_ **Date** \_\_\_\_\_

**This request is :**            **Approved** \_\_\_\_\_            **Denied** \_\_\_\_\_

**Explain if denied** \_\_\_\_\_  
\_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_