

# LEAVE OF ABSENCE APPLICATION

I, \_\_\_\_\_, hereby apply for a leave of absence,  
(employee)

dating from \_\_\_\_\_ through \_\_\_\_\_.  
(month/day/year) (month/day/year)

My reason for requesting leave is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the policy concerning a leave of absence and I fully understand them.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Approved by Director Date

\_\_\_\_\_  
Approved by Board of Trustees Date