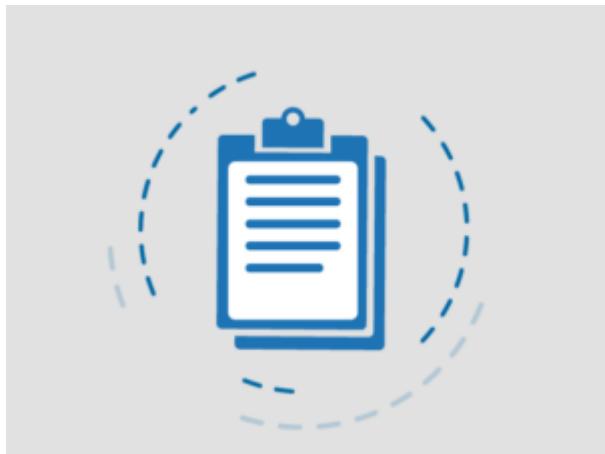


# Request For Leave Form



All employees requesting a leave of absence or medical leave with or without salary are required to apply with this form. All employee requests for leave(s) of absence must be reviewed and approved/denied by the supervisor/manager/employer. No leave of absence is officially approved and/or denied, until this form is completed by both the employee and the supervisor/manager/employer.