



# Leave Request

**All Leave Requests must first be turned into HR for processing!**

Employee Name: \_\_\_\_\_  
*Nombre de Empleado*

Dates requested off \_\_\_\_\_ to \_\_\_\_\_ Date returning to work \_\_\_\_\_  
*Fechas Solicitadas Fechas De Regreso Al Trabajo*

*Please indicate number of hours & dates for each type of leave requested:  
Por favor indique numero de horas y Fechas para cada tipo de solicitado:*

**Sick** (must contact supervisor & office prior to start of shift)

**Enfermo** (*debe comunicarse con el supervisor y la oficina antes Del inicio Del turno*)

*Crew Leader notified before start of shift:  Yes  No \_\_\_\_\_ (Crew Leader Initials)*

*Office notified before start of shift:  Yes  No \_\_\_\_\_ (Office Initials)*

Hours requested \_\_\_\_\_ Dates requested \_\_\_\_\_  
*Horas Solicitadas Fechas Solicitadas*

**Paid Vacation**

**Vacaciones Pagadas**

Hours requested \_\_\_\_\_ Dates requested \_\_\_\_\_  
*Horas Solicitadas Fechas Solicitadas*

*Meets criteria per handbook:  Yes  No If no, waiver approved by management \_\_\_\_\_ (Initials)*

**Non-paid Leave**

**Solicitud No Pagadas**

**Weekend Day**

*Dia Fin De Semana*

Hours requested \_\_\_\_\_ Dates requested \_\_\_\_\_  
*Horas Solicitadas Fechas Solicitadas*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Firma Del Empleado Fecha*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Communicated to employee by: \_\_\_\_\_ Date: \_\_\_\_\_