

REQUEST FOR LEAVE
VILLAGE OF RYE BROOK

Employee _____ Dept _____ Date _____

I hereby request the following leave with/without pay:

Dates I will be absent: _____
Reason for Leave: _____
Other: _____

Vacation _____
Personal _____
Sick _____
Other _____

I wish to take _____ vacation days in cash.

Running Total Remaining after Request: (to be filled out by the department head)		
Vacation	Sick	Personal
_____	_____	_____
Employees signature _____		

Department Head _____
Date _____
Administrator _____
Date _____

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