NORTHWESTERN WATER AND SEWER DISTRICT
REQUEST FOR LEAVE

NAME _____ **DEPARTMENT** _____ **DATE** _____

I request leave: **Beginning at (time)** **(date)**

Ending at (time) **(date)**

Notes:

Total Leave Hours Requested:

_____ **SICK LEAVE**

☐ **Employee** ☐ **Family Member: Relationship**_____

☐ **FMLA QUALIFYING CONDITION** ☐ **New Event** ☐ **Previously Certified/Approved**

☐ **Death: Name/Relationship** _____ **on (date)** _____

_____ **VACATION**

_____ **COMPENSATORY TIME**

_____ **PERSONAL TIME**

_____ **MILITARY LEAVE** ☐ **With Pay** ☐ **Without Pay**

_____ **COURT LEAVE** **Summoned for Jury Duty by** _____ **Court**

Subpoenaed by _____ **Court**

_____ **LEAVE WITHOUT PAY**

_____ **OTHER (explain)** _____

I certify that this Request for Leave form contains true and complete information. _____ **Employee's Signature**

ADMINISTRATIVE ACTION:

Pending availability of leave at the actual time leave is taken and subject to contract seniority rules.

Supervisor _____ **Date** _____ ☐ **Approved** ☐ **Disapproved**

Remarks _____

Submit to Operations **Submit to Finance**

Submit to Engineering **Submit to IT**

Submit to Customer Service **Submit to President**