VACATION REQUEST/SICK LEAVE REPORT

This is to request:

____Vacation _____ Days Dates_____

____ Other _____ Days Dates_____
(i.e. military, jury duty)

Explanation (optional)_____

_____

* *

This is to report:

____Sick Leave _____ Days Dates_____

* *

_____ _____
Signature Printed Name

APPROVED_____
V. Gordon Moulton

7/08