

Accl

T.A. WOODS COMPANY
LEAVE REQUEST

This form should be completed and returned to your supervisor. In the case of PTO, it should be returned in accordance with the time frames presented in the Employee Handbook. Note that if you request more PTO hours than you have accrued during the current Benefit Year, you are held accountable for these borrowed hours if employment ends for any reason. Read your Employee Handbook for complete information.

EMPLOYEE SECTION

Please indicate the type of leave requested:

- FMLA
- Military
- PTO (non-exempt employees)
- Bereavement
- Jury Duty
- School Involvement
- Non-Paid

EMPLOYEE SECTION

Date submitted: 13 SEP 2017

Name: _____

Supervisor: KEN TEACHEY

Requested Dates: 22 SEP 2017

Employee's Signature: _____

SUPERVISOR'S SECTION

Date given to supervisor: 9-13-17

Approved Disapproved

If disapproved, state reason:

Supervisor's Signature: [Signature]
HUMAN RESOURCES/PAYROLL SECTION

Date given to HR/P: _____

Date of Hire: _____

Hours available for Benefit Yr _____

Hours accrued for Benefit Yr _____

Hours used to date _____

Hours available _____

Approved Disapproved

Copy of completed request to employee
HR/LR0702 _____