

**Hunter Library  
Leave Request Form**

**Applicant Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I request the following leave:**

<u>Date(s) From -To</u>	<u>Time/# of Hours</u>	<u>Reason</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Key:** V = Vacation                      BL = Bonus Leave  
S = Sick                                      CS = Community Service  
C = Civil Leave                      LWOP = Leave Without Pay  
I = Child Involvement              M = Military Leave

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Supervisor**