

**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.

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

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

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

**Requested Dates:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

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**SUPERVISOR'S SECTION**

**Date given to supervisor:** \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

If disapproved, state reason:

\_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

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**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