Using Adobe to fill out a Leave Request Form

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**

1. Tap the leave you are requesting

EMPLOYEE SECTION

Date submitted: 9/5/2017

Name: John Smith

Supervisor: Teresa Cox

Requested Dates: 10/1/2017 - 10/5/2017

Employee's Signature:

2. Tap the text fields and enter the appropriate information

3. Sign your name using the signature feature in Adobe

(See Signature instructions in Adobe Manual for more information)