



Employee Leave of Absence Request

Instructions:

All leave must be preapproved except in the case of an emergency. Leave of Absence Request forms should be submitted at least 72 hours before the actual date of leave. Leave will be granted in accordance with the WIST Leave Policy. Please note that all medical leaves of absence require certification from a doctor after two days, in order to return to work.

Employee Name Date

Job Title

Type of Leave of Absence	
[]	Medical
[]	Vacation
[]	Casual
[]	Special
[]	Study
[]	Maternity
[]	Bereavement
[]	Other

Details of leave: _____

Start Date of Leave Return to Work Date Number of Days

Employee's Signature Date

FOR OFFICIAL USE ONLY

Approved: Yes No Period Approved: _____

Supervisor's Signature Date

Executive Administrative Assistant's Signature Date