

J.F. Ingram State Technical College Leave Request Form
 (Leave other than sick leave)

Employee's Name: _____

Date of Request: _____

I am requesting permission to be away from work on the _____ following dates: _____

I have attached documentation, explanation, or comments as appropriate for the type of leave indicated below:

- () **Annual Leave** (Non-faculty only. Must be approved in advance.)
- () **Court Attendance** (Documentation must be attached. Leave will only be granted for time required.)
- () **Emergency Leave** (Non-faculty only. Written explanation must be submitted with request, or as soon as possible after employee's return to work.)
- () **Military Leave** (Copy of orders must be attached.)
- () **Personal Leave** (Cannot hamper with the normal operation of the institution. Although a reason is not required, personal leave with pay must be requested prior to its occurrence.)
- () **Professional Development Leave** (In accordance with ISTC Policy 610.02)

Employee's signature: _____

Approved ()
Disapproved ()

 Signature Title Date