

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