Employee:

FY: 2021

Carry Over Credits:

Vac \_\_\_\_\_ Hrs Sick/Personal \_\_\_\_\_ Hrs

Leave Types: Vacation, Personal/Sick Leave, Bereavement, Education/Development, Conference Rep, Missions/Service, Jury Duty, Comp Day.

Request Date	Day(s)/Date(s) Off	Time(s)/Hours Off	Type of Leave	Reason	Approval By	Approval Date