

KINGSBOROUGH COMMUNITY COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

REQUEST FOR ANNUAL LEAVE

I request annual leave for the following period(s):

Date

Name

Request

____ Approved

____ Denied (If denied, the reason should be provided)

Alternate dates provided

Date

Supervisor

Senior Executive Level

Date of receipt of request _____

Action taken: _____

Date

Mickie Driscoll

Distribution

White Copy: Employee

Canary Copy: Supervisor

Pink Copy: Office of Human Resources

M7-6