

KINGSBOROUGH COMMUNITY COLLEGE  
OF THE  
CITY UNIVERSITY OF NEW YORK

**REQUEST FOR ANNUAL LEAVE**

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

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\_\_\_\_\_  
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