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   Gila Rohr

Distribution
White Copy: Employee
Canary Copy: Supervisor
Pink Copy: Office of Human Resources
M7-6