

Northwestern Connecticut Community College
Leave Request Form

Name: _____

Date: _____

I am requesting leave for the following date(s)

From: _____ To: _____

Days/Hours; _____

This leave should be charged to:

Vacation Personal Leave * Holiday Sick Jury Duty

Approved: _____

Not Approved: _____

Supervisor: _____

Date: _____

Please submit leave form one week in advance if possible.

CC: Appropriate Dean

* Faculty must complete Personal Leave Request Form with the Dean of Academic Affairs