

Village Community Services

Unpaid Leave Request

I, _____, do hereby request an unpaid leave of _____ hours from _____ (date) through _____ (date), and will return to my normal work schedule on _____ (date) at _____(time). The reason for my request is:

(attach additional sheet or use back of sheet, if needed.)

I agree to abide by the rules for the unpaid leave as outlined in the Unpaid Leave of Absence Policy and any other Policies that may apply.

Employee Signature

Date

Director/Executive

Date

Accounting Technician

Date