

**Utah County Public Works**  
*Advance Request For Leave*

From: \_\_\_\_\_

Date: \_\_\_\_\_

To Division Head: \_\_\_\_\_

I hereby request leave on the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Leave Information**  
(Fill in for type requested)

| Type of leave Requested | Current Balance Hours | Amt Requested Hours | Remaining Bal Hours |
|-------------------------|-----------------------|---------------------|---------------------|
| <i>Vacation</i>         |                       |                     |                     |
| <i>Comp</i>             |                       |                     |                     |
| <i>Sick</i>             |                       |                     |                     |
| <i>PPD</i>              |                       |                     |                     |

Employee Signature: \_\_\_\_\_

Supervisor Coordination (Initials): \_\_\_\_\_

Division Manager Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entered on Master Calendar (Initials): \_\_\_\_\_