

ArneriCorps SWEAT
Leave Request and Approval Form

Name: _____

Project Team: _____

Date/Time: From _____ To _____ Date Filed: / /

Reason for Leave:

SAMPLE

Other Team Members/Supervisors Notified of Absence:

Member's Signature: _____

Project Supervisor's Signature: _____

SWEAT Supervisor's Signature: _____

- Instructions:*
- *Use this form for vacation, personal leave, or bereavement leave. Indicate the type of leave requested in the "Reason for Leave" section.
 - *Turn this form in to the SWEAT Office as far in advance of the requested leave period as possible.
 - *Please avoid scheduling leave during times when your presence is critical to your project team's work.

Administrative Use Only:	
Approved []	Denied []
By:	Date: / /
Reason for Denial:	