

**Science & Math Division
Request for Volunteer Leave**

NAME _____

DATE _____

Request _____ hours to begin _____ and end _____
(time, month, day, year) (time, month, day, year)

Signature of Employee

Approval of Chair

**Leave should be requested at least 7 working days in advance of day leave is to be taken.
Leave should be taken in half hour increments.**

Please print and send to Linda Horner.