

**MONARCH PROPERTIES, INC.**

***REQUEST FOR PAID LEAVE***

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

I, \_\_\_\_\_, am requesting paid leave time for the period from,  
\_\_\_\_\_, 20\_\_\_\_, through \_\_\_\_\_, 20\_\_\_\_.

Approved by: \_\_\_\_\_  
Supervisor's Signature

FORWARD PAYROLL CHECK TO:

**\*\*\* FOR OFFICE USE ONLY \*\*\***

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

Paid Leave earned: \_\_\_\_\_ HRS.

Taken: \_\_\_\_\_ HRS.

Available: \_\_\_\_\_ HRS.