

**P-6            REQUEST FOR PAID LEAVE**

This form is used to notify the supervisor and payroll clerk of intended paid leave.

Except for illness or personal emergency, employees must submit this form to your immediate supervisor in advance. For paid leave of a day or two, this form should be submitted to the supervisor at least one week preceding the first day off. For extended paid leave (more than three days), this form should be submitted at least three weeks preceding the first day off. This will allow adequate time to arrange for coverage (if a manager) during the paid leave.