



RAVEN AmeriCorps

Request For Leave

Prior approval is to be obtained from the Site Supervisor and RAVEN Program Coordinator for all leave except for emergencies or unplanned absence due to illness. **Verbal** approval is required for **one to three days** leave. Advanced **written** approval is required for **more than three days** leave.

Approved Request for Leave forms must be attached to and submitted with the time sheet affected. Leave time must be calculated in **days**.

Type of Leave:

_____ Personal Leave (does NOT count towards service hours)

_____ Court Leave (DOES count towards service hours)

_____ Military Leave (must provide copy of orders)

Amount of Request (In Days): _____ Hours Worked Year to Date: _____

Leave Date: _____

Return Date: _____

Submitted By: _____

Community: _____

Member Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Approved By: _____ Date: _____

Signature: _____