

Northwestern Connecticut Community College  
*Leave Request Form*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I am requesting leave for the following date(s)

From: \_\_\_\_\_ To: \_\_\_\_\_

Days/Hours; \_\_\_\_\_

This leave should be charged to:

Vacation  Personal Leave \*  Holiday  Sick  Jury Duty

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit leave form one week in advance if possible.

CC: Appropriate Dean

\* Faculty must complete Personal Leave Request Form with the Dean of Academic Affairs