

McDowell Technical Community College
Sick Leave Used/Vacation Request Form

Complete the appropriate section

****PLEASE PROCESS A DIFFERENT FORM FOR EACH MONTH****

Employee Name (Print):

Today's Date:

SICK LEAVE USED

Date(s) Used:

Total Hours Used:

Print and Sign

VACATION REQUEST

Date(s) Used:

Total Hours Used:

Print and Sign

**I was sick but chose the option to use vacation leave instead of sick leave for the above. _____ Initial

APPROVAL/ACKNOWLEDGEMENT REQUIRED

Immediate Supervisor/Dean/Coordinator/Director

After appropriate approval signatures have been obtained, please submit this form to Jill Hensley in Payroll immediately following use of leave for processing.