



BOB MOORE CONSTRUCTION

EMPLOYEE LEAVE FORM

Please use this form to request time off. Submit all requests to Debbie Moore.

When possible, submit form three (3) weeks in advance so information can be incorporated into company schedules.

EMPLOYEE NAME: _____ DATE: _____

REQUEST FOR VACATION OR VACATION DEFERRAL

(Submit prior to leave)

DATE(S): _____

EMPLOYEE'S SIGNATURE _____

APPROVAL: ED _____ MARK _____ KYLE _____

PERSONAL LEAVE

(Submit prior to or immediately following absence)

DATE(S): _____

EMPLOYEE'S SIGNATURE _____

ED'S SIGNATURE _____

BMC SPONSORED EVENT

(Submit prior to event)

DESCRIPTION: _____

DATE(S): _____

EMPLOYEE'S SIGNATURE _____

ED'S SIGNATURE _____

Thank you for your cooperation.