

Catastrophic/Calamitous Event Leave Bank Request Form

Date of Committee Meeting _____
Request Approved: _____ Request Denied: _____
Number of Days Allocated _____
Date Employee Notified _____

I am requesting _____ day(s) from the Catastrophic/Calamitous Event Leave Bank.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Employee Signature

Date

Updated: 1/26/2021