



**MANNING**

Architecture Interiors Planning

*LEAVE REQUEST*

Vacation

Absent W/O Pay

Absent With Pay

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Dates Requested Total \_\_\_\_\_

Hours Requested \_\_\_\_\_

Hours To Date \_\_\_\_\_

Contact No. Away \_\_\_\_\_

Project Assign. \_\_\_\_\_