



Gilchrist County
Board of County Commissioners
209 SE First Street Trenton, FL 32693

Leave Request

Leave must be submitted to your supervisor prior to date of leave, unless sick or an emergency. Extended Leave or FMLA requests MUST see Human Resources for approval process and additional paperwork.

To Be Completed by Employee:

First Last Name

Dept. _____ Position: _____

Type of Leave Requested: Vacation Sick

Dates Requested: _____

Number of Days: _____ Number of Hours: _____

Employee Signature: _____ Date: _____

Note: Employees are unable to use leave time during probationary period

To Be Completed by Supervisor:

Hours Available	Hours Requested	Hours Remaining
Vacation:	Vacation:	Vacation:
Sick:	Sick:	Sick:

Approved Denied

Supervisor Signature: _____ Date: _____

Additional Information: _____

