



City of Kenai

Request for Leave

Kenai Municipal Code 23.40.030 states annual leave is a combined vacation and sick leave. Vacations shall be scheduled with due consideration for the desires of the employee and the work requirements facing the department.

| | | | |
|----------------|--|-------------|--|
| Employee Name: | | Department: | |
|----------------|--|-------------|--|

| | | | | | | | | | | | | | |
|-------------------|-------|-----|------|------|----------|-----------------|-------|-----|------|------|----------|--|---------------|
| Date Leave Begins | | | | | AM PM | Date Leave Ends | | | | | AM PM | | |
| | MONTH | DAY | YEAR | HOUR | | | MONTH | DAY | YEAR | HOUR | | | TOTAL HRS. |

Leave Type

Annual

Military

LWOP

Sick (Probation Only)

FMLA

Other: _____

Employee Signature

Date

Supervisor Signature*

Date

Department Head Signature*

Date

*Approval subject to employee available leave balance

Distribution: Original to be submitted with timesheet

Copy-Employee

Revised 10/03/17