

Williamson County Clerk's Office Leave Request Form:

(ONE PER PAYROLL PERIOD for overlapping absences)

Vacation time to be taken in whole hour increments & requested in writing ONE WEEK IN ADVANCE

Name (Print Name): Terri Countess

I am requesting: (Check one)

- ☐ **Vacation** (Paid Time Off) ☐ **Floating Holiday** (Personal, business, house or car repair emergencies)
- ☒ **Sick Leave** (Check applicable boxes below)
- ☐ Called in sick to Nancy and Supervisor ☒ Left work due to illness
- ☐ Scheduled appointment ☐ Family member illness (Self or immediate family only)
- ☐ Doctor's note attached ☐ Did not go to doctor ☐ FMLA
- ☐ **Bereavement Leave** (Granted for death of: spouse, parent, child, sibling, grandparent, aunt, uncle, parent-in-law, sibling-in-law)
- ☐ **Civil:** (Jury duty, voting, work related court summons)
- ☐ **Bad Weather Day**
- ☐ **Flex Time** (See below)

For the following timeframe:

July 18, 2017 from 8:45am (am/pm) thru 5:00pm (am/pm)
(Month/day(s)/year) (time) (time)

Flex Time Schedule

(I will make up _____ hours by working the following additional time)

Friday _____ from _____ am/pm to _____ am/pm

Monday _____ from _____ am/pm to _____ am/pm

Tuesday _____ from _____ am/pm to _____ am/pm

Wednesday _____ from _____ am/pm to _____ am/pm

Thursday _____ from _____ am/pm to _____ am/pm

Employee Signature: Terri Countess Date: 7/18/17

Supervisor's Approval: _____
Initials/Date

Added to calendar _____

This section is to be filled out by Nancy E. Rister

- ☐ **Approved By** (Initials/Date) _____
- ☐ **Disapproved** (Reason) _____
- _____