

CENTER FOR ENVIRONMENTAL MANAGEMENT  
OF MILITARY LANDS

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USA

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**ANNUAL LEAVE REQUEST**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_  
(PRINT NAME)

**DATE:** \_\_\_\_\_

I would like to request annual leave for the following days in the month of \_\_\_\_\_ . (On the chart, indicate the dates you wish for

PRINT MONTH(S)

annual leave. Indicate partial days by designating the number of hours.)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS
_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS
_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS
_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS
_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS	_____ _____ DATE/#HOURS

Approved by: \_\_\_\_\_  
SIGNATURE OF SUPERVISOR