

**ASci CORPORATION**

**LEAVE REQUEST FORM**  
For Employees Hired After January 1, 2003

**TYPE OF LEAVE REQUESTED**

\_\_\_\_\_ ANNUAL LEAVE

\_\_\_\_\_ LEAVE W/O PAY  
**(Do not enter on timesheet.)**

\_\_\_\_\_ RESCHEDULED WORK \*

\_\_\_\_\_ OTHER (for example, jury duty)

Please explain: \_\_\_\_\_

NUMBER OF HOURS REQUESTED \_\_\_\_\_

DATES OF LEAVE REQUESTED FROM: \_\_\_\_\_

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

\* RESCHEDULING PLANS \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

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

AUTHORIZED BY: \_\_\_\_\_

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