

Work | 106leave request - New Item | <https://sharespace.bcit.ca/sites/its/106leave/Lists/106leave/request/NewForm.aspx?Source=https%3A%2F%2Fsharespa...>

SharePoint | Sites | y | Andrew Jackson

## ITS 10.6 PD Leave Request

### REQUESTOR INFORMATION

**Employee Name:**

**Job Title:**

**Email:**  **Local:**

**Request Date:**

**Manager Name:**

### REQUEST INFORMATION

**Description\*:**

**Purpose of Leave\*:**

**Are you extending an existing leave?:**  **If yes, please explain:**

#### Proposed Dates

**From:**  **To:**

*If the start and end dates encompass the weekend, please indicate below the number of actual days you are taking as a PD Leave and explain how your time will be taken. If your request encompasses the weekend without an explanation, your request will be rejected.*

**If not continuous for the dates specified above, please indicate the number of days that will be taken:**  **Please explain how your time will be taken if not continuous for the dates specified above:**

#### Additional Information

If you have any additional information for the committee to consider, please enter it here:

**Has this leave been cancelled?:**  **If yes, please provide a reason:**