



**Networking & Engineering Technologies, Inc.**  
**LEAVE REQUEST**

**EMPLOYEE  
NUMBER**

**EMPLOYEE NAME**

**SUBMISSION DATE**

EMPLOYEE JOB SITE:

LEAVE REQUESTED:

VACATION

SICK

LWOP

JURY DUTY

OTHER

DATE(S) REQUESTED:

HOURS OF LEAVE REQUESTED:

REASON FOR LEAVE:

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\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR/MANAGER APPROVAL

\_\_\_\_\_  
DATE