

KINGSBOROUGH COMMUNITY COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

REQUEST FOR ANNUAL LEAVE

I request annual leave for the following period(s):

Date Name

Request

____ Approved

____ Denied (If denied, the reason should be provided)

Alternate dates provided _____

Date Supervisor

Senior Executive Level

Date of receipt of request _____

Action taken: _____

Date Gila Rohr

Distribution