



HTA Leave Request



All requests shall be submitted to the employee's Principal or Personnel Administrator five (5) days in advance, unless unforeseen circumstances prevent advance notice.

NAME _____ WORKSITE _____

DATE(S) OF ABSENCE: FROM _____ THROUGH _____ NUMBER OF WORK DAYS INVOLVED _____

REASON FOR LEAVE _____

PERSON TO CONTACT IN CASE OF EMERGENCY _____ PHONE _____

EMPLOYEE SIGNATURE

DATE

H.T.A. PRESIDENT/DESIGNEE SIGNATURE

DATE

SITE ADMINISTRATOR SIGNATURE

DATE

PERSONNEL ADMINISTRATOR SIGNATURE

DATE

COPIES TO: PERSONNEL ADMINISTRATOR PRINCIPAL HTA PRESIDENT EMPLOYEE

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