



## CASUAL LEAVE REQUEST

A casual leave of one half day monthly may be granted for personal matters, this may include medical or dental visits. Under extenuating circumstances, one working day may be allowed. Time taken in excess of this provision will be deducted from the annual vacation time. This casual leave is not accumulative and must be requested at least one day in advance.

NAME:

DATE:

CASUAL LEAVE REQUESTED:

Morning

Afternoon

Approved

Not Approved

Supervisor Signature

Executive Secretary Signature