



**PERSONAL LEAVE REQUEST FORM**

In accordance with Section 3.1 of the City of Marion Employee Handbook, employees may use up to two (2) accrued sick leave days per year for personal leave purposes. When using sick leave for personal leave, it must be used in no less than half (1/2) day increments. The use of these hours will be deducted from my sick leave.

Please complete the following and submit with your payroll for the date(s) requested.

Employee Name: \_\_\_\_\_

Personal Time Used: \_\_\_\_\_ hours on \_\_\_\_\_

Personal Time Used: \_\_\_\_\_ hours on \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_