



Roxbury Community College
Human Resources & Affirmative Action
1234 Columbus Avenue
Roxbury Crossing, MA 02120-3400
Phone: (617) 541-5337 Fax: (617) 541-5365

Request for Leave

Date: _____

Print Name: _____ Dept. _____

Requested Dates and/or Times: _____

Check one: Vacation Maternity:
 Personal Jury Duty:
 Bereavement Sick:

Other: (explain) _____

Employee Signature: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Approved by: _____ Date: _____

With Pay: Without Pay:

Not Approved: _____