



HUMAN RESOURCES/CIVIL SERVICE SAFETY RISK DEPARTMENT

COUNTY COURTHOUSE
PHONE: (956) 544-0827
FAX: (956) 550-1373

1100 E. MONROE ST. SUITE 118
BROWNSVILLE, TEXAS
7852

REQUEST FOR LEAVE OF ABSENCE

I Would like to request leave on _____

And return to work on _____ for the following reason (s)

It is my understanding that failure to return on the above date or failure to notify the county that I with an extension can result in my separation from the county.

Charged to:	Days/Hrs	_____
Vacation _____	_____	Signature of Employee
Sick Leave _____	_____	_____
Comptime _____	_____	Date
		Supervisors Signature

Employees Name: _____ Social Security _____