

BOWEN'S BUS SERVICE, INC.



P.O. Box 62
Glenelg, Maryland 21737
Office: 410-489-9501
Fax: 410-489-9604

LEAVE REQUEST FORM

Today's Date _____

Employee's Name _____

Date(s) Requested Off _____

Is Current Left/Right Run Sheet on File? ____ Yes ____ No

Employee's Signature

Authorized Signature

Approved _____

Denied _____

If denied, reason for denial _____

**ALL FORMS MUST BE SUBMITTED 5 BUSINESS
DAYS PRIOR TO LEAVE REQUEST**