

LEAVE OF ABSENCE PROJECTED ATTENDANCE

Attach to the Extended Leave of Absence Request Form.

Employee name:	Circuit
Leave start date:	Return Date:

If the entire leave will be the same leave type, you may skip the breakdown report below and complete the following instead:

Entire leave request is PAID leave _____	Total number of PAID days:
Entire leave request is UNPAID leave _____	Total number of UNPAID days:

If the leave of absence includes both PAID and UNPAID leave, please complete the following for the entire leave period. If you need additional space, please include additional sheets of page 2 of this document.

[illegible]

[illegible]