

REQUEST TO LEAVE EARLY FORM

EMPLOYEE NAME: _____

COMPANY/TEAM: _____

BUNDY NO: _____

I request to leave early on _____ at _____
(Day/Date) (Time)

Reason _____

EMPLOYEE SIGNATURE : _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

* Return to your Supervisor/office once completed, as soon as possible for approval *