



Turtle Mountain Community College

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Turtle Mountain Band
Of
Chippewa Indians
•
Charter Member
American Indian
Higher Education
Consortium

REQUEST FOR ANNUAL LEAVE

PLEASE COMPLETE THIS FORM, SIGNATURES TO BE REQUESTED IN THE FOLLOWING PRESCRIBED ORDER: (1) HUMAN RESOURCE DIRECTOR (2) SUPERVISOR (3) COLLEGE PRESIDENT.

PERSONNEL POLICY 9.1 – REQUIRES TWO WEEK ADVANCE NOTICE FOR EXTENDED VACATION REQUEST.

NAME: _____

DATE: _____

DEPARTMENT: _____

LEAVE DATES REQUESTED: _____

EMPLOYEE SIGNATURE

APPROVED

DISAPPROVED

HUMAN RESOURCE DIRECTOR

HUMAN RESOURCE DIRECTOR

SUPERVISOR

SUPERVISOR

T.M.C.C. PRESIDENT

T.M.C.C. PRESIDENT

REASON FOR DISAPPROVAL:

SEE OUR WEB PAGE AT: <http://www.tm.edu>

Accredited by North Central Association of Colleges and Schools Commission on Institutions of Higher Education
30 North LaSale, Suite 2400, Chicago IL 60602

TURTLE MOUNTAIN COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER