

Business Contracts



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S
A
M
P
L
E

Following is a sample of just one of **hundreds of contracts and agreements** available in our Contract Pack collections.

<<Company>>

S

Employee Leave Request

<<CurrentDate>>

Employee: <<ContractFirstName>> <<ContractLastName>>
 Title: <<ContractJobTitle>>
 Department: <<Department>>
 Supervisor: <<Supervisor Name>>

A

Leave Start Date: <<StartDate>>
 Leave Date(s) Leave Return Date: <<EndDate>>

M

Total Number of Work Hours: _____

Instructions: *Supervisor must complete the following form and file it with the Human Resources Department.*

P

Reason for Leave

L

Leave Benefit(s) Used (Please check all that apply)

Vacation Pay: Sick Pay: Personal Leave / Comp Time:

...

E

This sample has been truncated to only show part of the first page. The complete editable version of this document can be purchased as part of the Proposal Kit or Contract Pack collections <http://www.proposalkit.com/htm/products.htm>

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S A M P L E

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