AMERICAN PRODUCERS
SALES LEAVE FORM

NAME:

BRANCH:

DATE:

CHOOSE TYPE OF LEAVE AND ENTER DAY OR DAYS OFF:

VACATION DATE:

SICK DATE:

PERSONAL DATE:

Please complete this leave form and email to your branch manager and sales manager for approval when scheduling time off. We will not pay for unused vacation days. Any vacation days carried over must be approved by your sales manager at least 60 days prior to expiration. If you take sick time, complete this form and send to the sales manager on your first day back to work. You can take 8 hours or 4 hours as needed.

7/13/2013