

Request for Leave - Political Activity

Request for Leave of Absence Without Pay to Participate in Political Activities - Memo Template

TO:

VIA:

FROM:

DATE:

SUBJECT: Request for Leave of Absence Without Pay to Participate in Political Activities

In accordance with CNM policies, I request an unpaid leave of absence from (*date to date*). The leave is requested so that I can participate in political activities. I understand that this leave shall comply with Section 13.07 of the Employee Handbook.

I will contact the Human Resources Department at least two weeks before my scheduled date to return to work.

RECOMMENDED:

Supervisor Date

RECOMMENDED:

Department director/Dean Date

RECOMMENDED:

Vice President Date

APPROVED:

President Date

xc: Human Resources Department