



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

Scroll down to read the first part of this sample contract document. When purchased, the complete contract is included in an editable Word format.

When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

[Click here to purchase Contract Pack](#)

<<Company>>

Employee Leave Request

<<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Title:	<<ContractJobTitle>>
Department:	<<Department>>
Supervisor:	<<Supervisor>>
	Leave Start Date: <<StartDate>>
Leave Date(s)	Leave Return Date: <<EndDate>>
	Total Number of Work Hours: _____

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

Reason for Leave

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

Vacation Pay:	<input type="checkbox"/>	Sick Pay:	<input type="checkbox"/>	Personal Leave / Comp Time:	<input type="checkbox"/>
Leave without Pay:	<input type="checkbox"/>	Bereavement:	<input type="checkbox"/>	Jury / Military Duty:	<input type="checkbox"/>
Maternity / Family Leave (FLMA Leave) :	<input type="checkbox"/>	Other:	<input type="checkbox"/>		

Notes:

DEMO CONTRACT

This demo contract has been truncated. The complete 2 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-leave-sick-vacation-request-form.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

