

Business Contracts



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

See these articles for proposal and contract writing best practices: <http://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

<<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: **Sick Pay:** **Personal Leave / Comp Time:**

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete 2 page editable version of this document is available in the Contract Pack template collections <http://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.



S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>