



## TOWN OF MERRIMAC

Board of Selectmen

2 School Street

Merrimac, MA 01860

(978) 346-8862

FAX (978) 346-7832

### EXCUSED LEAVE REQUEST FORM

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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Dates Requested	Number of Hours	Charged As
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Approval

Time may be taken in half hour increments ONLY.