GENERAL LEAVE REQUEST

_____ Aglaq LLC _____ Agviq LLC _____ Naniq LLC _____ TC Fuel LLC _____ TC Construction LLC

_____ Tikigaq Corporation _____ Tikigaq Engineering Svc LLC _____ Tikigaq Technologies LLC

Employee Name: _____ Employee Penta #: _____

Date of Hire: _____ Supervisor Name: _____

REQUEST: New _____ Change _____ Cancellation _____

REASON FOR GENERAL LEAVE:

_____

_____

_____

General Leave From _____ to _____
Date Date

Signed: _____ _____
EMPLOYEE DATE

Approved: _____ _____
SUPERVISOR DATE

LEAVE OVER TWO-WEEKS

Signed: _____ _____
EXECUTIVE SIGNATURE DATE

Approved: _____ _____
HUMAN RESOURCES DATE

Denied: _____ _____
SIGNATURE DATE

Reason for Denial: _____

_____

Note: General leave is unpaid leave that maybe taken by regular employees.

Distribution: Employee gives signed original to supervisor for signature approval. After approval, please submit original to the Human Resources department for inclusion in your file.

HUMAN RESOURCE USE ONLY

___ Personnel File ___ Payroll (copy) ___ Benefits (copy) Initials: _____ Date: _____