



Torrance County Request For Leave

Name _____ **Department** _____

Pay Period **From** _____ **To** _____

Date	Hours Of Leave Taken	Type of Leave Taken	*Relationship for Bereavement Leave	**Holiday Description	Employee's Approval	Supervisor's Approval

* Section 10.10 of the Torrance County Personnel Manual states: In the event of the death of an employee's spouse, parent, grandparent, child, grandchild, sibling, aunt or uncle the employee shall be entitled to bereavement leave with pay not to exceed three days, upon approval of the department head. Relationship by marriage or adoption is considered the same as blood.

** Section 10.3.B. of the Torrance County Personnel Manual states: If a holiday falls on an employee's day off, the employee shall be granted an additional day off which shall be scheduled with the employee's supervisor within thirty (30) days of the holiday. This holiday provision only applies to the Dispatch and Sheriff's Department.