

## LOA Request Form

Email completed for to [HR@PinnaclePays.com](mailto:HR@PinnaclePays.com)

**Company:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

**Employee Phone:** \_\_\_\_\_ **Personal Email:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_  Full Time  Part Time

**Normal Work Schedule:** \_\_\_\_\_

**Reason for LOA:** \_\_\_\_\_

**Last Day Worked:** \_\_\_\_\_

**First Day Out of Work:** \_\_\_\_\_

**Estimated Return to Work:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Pinnacle Use Only

**Date Received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_