



INFORMATION NEEDED TO SUBMIT A REQUEST FOR LEAVE

Please be prepared to provide the following information when you call to submit your claim/leave. If someone else makes the call on your behalf, he/she may need to provide this information.

1. Your name and phone number

2. The name of the person you are calling on behalf of, if applicable

3. The date and time of the incident

4. Your supervisor

5. The location of the incident

6. The name of the person you are calling on behalf of, if applicable

7. The name of the person you are calling on behalf of, if applicable

8. The name of the person you are calling on behalf of, if applicable

9. The name of the person you are calling on behalf of, if applicable

