



402 GREEN STREET • THIBODAUX, LA 70301
P.O. DRAWER 5548 • THIBODAUX, LA 70302
985.446.8427 • 800.834.8832 • FAX 985.492.6006

Mitch Orgeron, *Parish President*

Human Resources Department

TO: Human Resources Department
FROM: _____
Re: Funeral Leave Request
Date: _____

I am requesting your approval for _____ day(s) of funeral leave due to the death of my _____ on _____.

Thank you,

Employee

Approved by:

Human Resources

*******Copy of obituary required**