REQUEST TO PARTICIPATE IN A MILITARY FUNERAL HONORS DETAIL

Employee: Marcus Delgado, 3104 Westheimer Rd, Apt 210, Houston, TX 77098. **To:** Linda Park, Vice President of Sales, Brazos Industrial Manufacturing Co., 12500 Katy Freeway, Houston, TX 77079. **Request date:** November 3, 2026. **Primary work state:** IL. **Requested start:** November 23, 2026. **Anticipated return:** November 24, 2026. **Requested schedule and purpose:** Dispatched to a veteran funeral honors detail. **Locations and employment context:** Employee works in Illinois for an employer with a Wisconsin office.

Illinois funeral honors detail

This is a request relating to participation on the detail at a veteran's funeral. The state paid-leave provision applies to employers with at least 51 employees and specified trained military members or authorized providers. Ordinary limits are eight hours per calendar month and 40 per calendar year. Greater time can be authorized by the employer or a collective bargaining agreement. Covered hours are payable at the regular rate with no requirement to first use other accrued leave. Give reasonable notice as practicable. The employer may request dispatch confirmation or official participation documentation. Specified care facilities can raise a minimum-staffing or safe-operations ground subject to any collective bargaining agreement. I request 12 paid hours for this detail based on the reported role, staffing and hours. Additional authorization recorded: Employer approved this specific request under the agreement..

Please confirm receipt, the next steps, any requested supporting material and the decision when made. This employee request does not itself designate leave or record an employer decision.

Employee requesting consideration

_____ SIGNATURE

_____ PRINTED NAME

_____ DATE

Marcus Delgado

LEAVE OF ABSENCE LETTER • DOCUMENTS.COM • SAMPLE