




# TIME OFF REQUEST

(Must Obtain Prior Approval)




Employee Name (*print clearly*): \_\_\_\_\_


Date Submitted to Supervisor: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

 **VACATION** Total **HOURS** requesting off: \_\_\_\_\_ Hours

List **ALL DATES** requesting off: \_\_\_\_\_

 **PERSONAL** Total **HOURS** requesting off: \_\_\_\_\_ Hours

List **ALL DATES** requesting off: \_\_\_\_\_


 **ILLNESS** Total **HOURS** requesting off: \_\_\_\_\_ Hours

List **ALL DATES** unable to work: \_\_\_\_\_

REASON: \_\_\_\_\_


Direct Supervisor called at least 1 hour prior to start time:  Yes  No

Doctors Excuse:  Yes  No

 **FUNERAL** Total **HOURS** requesting off: \_\_\_\_\_ Hours

List **ALL DATES** requesting off: \_\_\_\_\_

Total **HOURS** requesting off: \_\_\_\_\_ hours

 **NO PAY** Total **HOURS** requesting off: \_\_\_\_\_ Hours

List **ALL DATES** requesting off: \_\_\_\_\_

Total **HOURS** requesting off: \_\_\_\_\_ hours

### FOR OFFICE USE ONLY

Total PAID TIME OFF: \_\_\_\_\_ Hours

Total TIME OFF WITHOUT PAY: \_\_\_\_\_ Hours

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

*NOT* APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Comments or Conditions: \_\_\_\_\_

COPY TO:  Employee  Supervisor  Personnel / Payroll