



## TIME OFF REQUEST

Date:

From:

Subject: **Time off Request**

I would like to request the following time off:

Please check the appropriate box:  Sick  Vacation/Personal Day

Unpaid  Jury Duty

Bereavement Leave

Other, \_\_\_\_\_

List Date(s) Requested:

The total number of Hours/Days I am requesting is: \_\_\_\_

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

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

**Human Resource Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Time Off Approved:  Time Off Denied: