

TIME OFF REQUEST

NAME: _____ TODAY'S DATE: _____

I AM REQUESTING THE FOLLOWING TIME OFF:

DATE: _____

- FULL DAY(S) or
 PARTIAL DAY FROM THE HOURS OF _____ TO _____

ON MY TIMECARD I PLAN TO USE:

- VACATION
 SICK
 COMP TIME

HAVE YOU ACCRUED ENOUGH VACATION/SICK/COMP TIME?

- YES
 NO

APPROVED BY: _____ DATE: _____