



## TIME OFF REQUEST

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date (s) to be absent: \_\_\_\_\_ to \_\_\_\_\_

Number of days and/or hours requested off: \_\_\_\_\_ Days (s)

\_\_\_\_\_ Hour (s)

I request absence from work for the following:

Vacation       Sick       Comp Time       Other

Comments:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date