



### **Employee Request for Time Off**

Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Reason: \_\_\_\_\_

Signed by Employee: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Approval of Supervisor:**

Time Off                      GRANTED    [   ]                      DENIED                      [   ]

Signed by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

