

TIME OFF REQUESTS

Time off requests should be submitted with as much advance notice as possible and will need to be approved from the manager.

Today's date: \_\_\_\_\_

I, \_\_\_\_\_ am requesting the following time off from work:

Start date: \_\_\_\_\_ to: \_\_\_\_\_

I will return to work on: \_\_\_\_\_

I am requesting: \_\_\_\_\_ days of my vacation pay.

I am requesting \_\_\_\_\_ days of my sick pay.

I am requesting \_\_\_\_\_ days of unpaid time.

\_\_\_\_\_  
Employees signature

\_\_\_\_\_  
Date signed

I, \_\_\_\_\_ approve/decline (circle one) the requested time off.

\_\_\_\_\_  
Managers signature

\_\_\_\_\_  
Date signed