



Time Off Request Form

Employee: Dawn Martinez

Date: December 12, 2019

Position: Sales

TYPE OF REQUEST	
<input type="checkbox"/> Vacation	<input type="checkbox"/> Sick
<input checked="" type="checkbox"/> Personal Time Off	<input type="checkbox"/> Other
<input type="checkbox"/> Late (Time of Arrival: _____)	<input checked="" type="checkbox"/> Leave Early (Time of Departure: _____)
<input type="checkbox"/> PAID	<input type="checkbox"/> UNPAID

REASON FOR TIME OFF
REQUIRED FIELD – PROVIDE A BRIEF DESCRIPTION DETAILING THE REASON FOR TIME OFF
My son has a presentation today at 3:00 which i thought wasnt til the 18th. Im sorry for the short noti

DATES REQUESTED			
DO NOT COMBINE TIME OFF REQUESTS BETWEEN PAY PERIODS (28 th -12 th & 13 th -27 th)			
TIME OFF REQUESTS SHOULD BE TAKEN IN ONE HOUR INCREMENTS			
Date _____	Hours ² _____	Date _____	Hours _____
Date _____	Hours _____	Date _____	Hours _____
Date _____	Hours _____	Date _____	Hours _____
Date _____	Hours _____	Date _____	Hours _____
Date _____	Hours _____	Date _____	Hours _____
Date _____	Hours _____	Date _____	Hours _____
TOTAL DAYS _____		TOTAL HOURS _____	

Employee Signature

Date

Supervisor Signature

Date

HR Signature

Date

Approved

Approved with Modifications

Unapproved

Comments: