



Employee Request for Time Off

***Please use one form for each allotted time being requested**

***REMINDER – Time Off requests need to be submitted at least 2 weeks in advance**

Employee Name: _____ Todays Date: _____

Requested Days Off: _____

Reason: (write personal if needed) _____

If Eligible:

Use Paid Vacation: (yes) (no)

***IF LEFT UNMARKED, PTO WILL NOT BE USED**

If using PTO, How many PTO Hours used per day?

Employee Signature: _____

OFFICE USE ONLY

Approved

Approved with following modifications: _____

Unapproved for following reasons: _____

HR Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Entered into Calendar(s)

Entered into BusyBusy

Scanned into Electronic File

Returned to Employee on: _____