



## Request for Time Off

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**Employee requesting time off must fill out top portion of this form completely before submitting to manager. A submitted request does NOT guarantee time off. Only once form has been completed and signed by appropriate level of management will time off be granted.**

Employee Requesting Time Off: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

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

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

### Request for Time Off

Time off requested from \_\_\_\_\_ to \_\_\_\_\_  
(begin date) (end date)

Number of days requested: \_\_\_\_\_

\_\_\_\_\_

Signature of Employee

**\* Signatures of employee indicate the understanding of corporate managements policy regarding Time off requests and approvals.\***

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For management use only:

Time off request has been:     Approved     Disapproved

Reason if disapproved: \_\_\_\_\_

\_\_\_\_\_  
Managers Signature

\_\_\_\_\_  
Date