



Time Off Request

Name: _____

Date: _____

Date of Leave

from: _____ to: _____ Total Hours: _____

Explanation:

- PTO (Paid Time Off) Unpaid Leave Other (*please explain below*)

Comments:

Special Arrangements to be Made (e.g., telephone coverage, clerical help, etc.)

Employee

Signature: _____

Supervisor

Signature: _____

Date: _____