

TIME OFF REQUEST FORM



Employee Name:

Date of Request:

Guidance

1. Separate requests should be completed for each pay period effected.
2. Paid Time-Off immediately before or after a paid holiday should be requested a month in advance.
3. Annual leave should be requested at least one pay period in advance. More advance notice is desirable.
4. A request for paid-time-off for unanticipated reasons (illness, injury, emergency, etc.) should be filed immediately upon return to work. You are expected to notify your supervisor of your absence as soon as possible.
5. You may request administrative paid-time-off for funerals, extreme weather, or other conditions approved by the Executive Director.

I am requesting the time off described below.

Date(s):

Total Hour(s):

Check appropriate box(es):

Annual Leave

Sick Leave

*Administrative (describe reason below)

Gifting Paid Time Off

With Pay

Without Pay

*Description of Leave:

Employee Signature:

Date:

Supervisor Signature:

Date:

Executive Director Signature:

Date: