



Employee Time-Off Request Form

Today's Date	
Employee's Name	
Date(s) Requested Off	
Time(s) Requested Off	
How many hours, if any, of PTO will you use for the requested time(s) off?	
Reason for Request	
Notes <i>Site Directors, if you are taking time off, please indicate the person you are placing in charge while you are away.</i>	

I understand that I must submit this request two weeks prior to the date in question. I also understand that this request is subject to approval by my supervisor.

Employee Signature

Date

Supervisor's Conclusion:	_____ APPROVED _____ DENIED
Supervisor Signature:	
Date:	