## **Time Off Request**

Today's Date:\_\_\_\_\_

Employee Name:\_\_\_\_\_

Employee Email:\_\_\_\_\_

**Date(s) Requesting Time Off:** 

**Reason for Time Off:** 

**Employee Certification and Agreement:** 

I understand by writing my name below I acknowledge all preceding notices above

Employee Signature:

For Manager Use Only

Approval Date:\_\_\_\_\_

Approval Signature: