# **Employee Time-Off Request Form**

Today's Date: _		
Employee's Na	me:	
Time-Off Requi	est: 🗆 Days 🗆 H	lours
Beginning on:		
Ending on:		
Reason for	Request	
□ - Vacation	□ - Personal Leave	□ - Funeral / Bereavement
□ - Jury Duty	□ - Family Reasons	□ - Medical Leave
□ - To Vote	□ - Other:	
l understand t	hat this request is sub	ject to approval by my employer.
Employee's Signature:		
Employer's	Decision	
□ - Approved [	□ - Rejected	
Employer's Signature:		Date:
Print Name:		



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R Bogdan

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