
Request for Time Off

Employee's Name: _____

Date(s) requested: _____

Minimum of two weeks advance notice of a Request for Time Off is expected of you so as to minimize disruption to your team members and to your clients. The company expects all employees to work responsibly before requesting unscheduled time off from work.

REASON FOR REQUEST: _____

Employee's Signature: _____

Date: _____

MANAGEMENT RESPONSE

Request Approved

Request Denied

Comments: _____

Management Signature: _____

Date: _____