

# Employee Time-Off Request Form

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

Employee's Name: \_\_\_\_\_

Time-Off Request: \_\_\_\_\_ ☐ Days ☐ Hours

Beginning on: \_\_\_\_\_

Ending on: \_\_\_\_\_

## Reason for Request

☐ - Vacation      ☐ - Personal Leave      ☐ - Funeral / Bereavement

☐ - Jury Duty      ☐ - Family Reasons      ☐ - Medical Leave

☐ - To Vote      ☐ - Other: \_\_\_\_\_

**I understand that this request is subject to approval by my employer.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

## Employer's Decision

☐ - Approved ☐ - Rejected

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Time Off Request Form

**Darvish Shadravan, Laura Rogers**

## **Time Off Request Form:**

**Employee Day-Off Request Log Book** Employee Co.,2021-11-15 Employee Time Off Request for employers and small businesses Used by employees to submit a time off request to the company Features 154 total pages 6 in by 9 in Premium Matte Finish Softcover This Time Off Request Forms Book s Contents Index page Employee information Type of request Comments Approval section Grab Your Copy Today **Biz Common Sense (Entry-level)** Rachel Somer,2021-05-31 MP3 CD www.darakwon.co.kr 12 12 Mission 01 Preparing for a Meeting Mission 02 Giving Directions Mission 03 Picking Up a Client at the Airport Mission 04 Ordering Office Supplies Mission 05 Applying for a Training Session Mission 06 Asking for Time Off Mission 07 Dealing with a Customer s Inquiry Mission 08 Asking for Some Repairs Mission 09 Sending a Sample Mission 10 Preparing for a Business Trip Mission 11 Holding a Work Party Mission 12 Asking for Expense Reimbursement

**Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,1997

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### **Time Off Request Form Introduction**

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