

# 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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