Time-off request

Employee nar	me:			
Reason for re	quest (check one):			
☐ Vacation	☐ Personal Time	☐ Professional Day	☐ Comp Time	☐ Bereavement
Comments: _				
Date(s) of full	day(s) requested off:			
Date(s) of hal	f day(s) requested off	; 		
Date form sul	omitted to manager:			
	1	o be completed l	by manager	
☐ Approved				
☐ Not appro	ved			
Reason:				