



TIME OFF REQUEST FORM

INSTRUCTIONS:

- Please submit your request to your supervisor(s) at least two (2) weeks prior to the requested START DATE requested. Urgent requests with less than 2 weeks should be discussed directly with your supervisor. Unavoidable, **same day** absences should additionally be **called directly to staffing** simultaneous with prompt notification to your supervisor.
- If this request exceeds your available time off and/or is for purposes other than vacation that may be leave regulated, please see your supervisor and/or HR regarding procedures regarding possible Leaves of Absence requests.
- Supervisor will ensure coverage is arranged, coordinating through staffing as appropriate, before approving & notifying employee.
- A timesheet, in addition to this form, **may be** required simultaneous to this request to clarify/modify accrual charges to payroll, particularly if process is not able to be completed electronically. **Verify if needed.**
- Forward completed request your supervisor with a copy to Staffing, if coverage is required.

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|-----------------------------|--|------------------------|---------------------|
| NAME: | | DATE SUBMITTED: | |
| CONTACT INFORMATION: | | | |
| REASON FOR ABSENCE: | | | |
| DESIRED TIME OFF: | FIRST DAY OFF: | | RETURN DATE: |
| Accruals Available: | Sick: | | Vacation: |
| TIME CHARGED TO: | <input type="checkbox"/> Sick* <input type="checkbox"/> Vacation <input type="checkbox"/> Floating Holiday <input type="checkbox"/> Unpaid <input type="checkbox"/> Other: | | |
| | *Absences that exceed the available balances will be automatically charged to available vacation. | | |
| Employee Signature | | | |

Response -

- APPROVED APPROVED - Timesheet Required Employee Notified of Approval:
 PENDING EXCEPTION or NEEDS CLARIFICATION, see your immediate supervisor.
 DISAPPROVED Employee Notified of Decline and Reason :

Received by Staffing: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Signature: _____ Date: _____

(Exceptions Only)

Distribution: Requesting Employee, Staffing, Supervisor, Payroll, HR File