**Employee Time Off Request Form**

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| **Employee information**  Name:  Department:  Time off request: \_\_\_\_\_ 🞏 Days 🞏 Hours  Dates of absence. From\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Type of absence request** | | |
| 🞏 Vacation  🞏 Medical Leave  🞏 Jury Duty | 🞏 Personal Leave  🞏 Family Reasons  🞏 To Vote | 🞏 Bereavement  🞏 Time off without pay  🞏 Other\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Reason for the time off request** |

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

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager approval**

🞏 Approved 🞏 Rejected

Managersignature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_