



Time Off Request Form

Employee Name: _____

Department: _____

Manager: _____

Vacation/PTO

Jury Duty
Submit copy of
Summons to Duty

Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

Provisions of Absence: *I understand that if I do not return to work on the above date, and/or do not contact my manager regarding my failure to return to work, I will be considered to have voluntarily abandoned my job.*

Employee Signature

Date

Manager Approval

Approved

Rejected

Comments:

Manager Signature

Date