

# 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: \_\_\_\_\_

# Employee Time Off Sheet

**CO Houle**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'CO Houle' text.

**Employee Time Off Sheet:**

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