Today's Date: Name: I would like to request the following days off (one slip per pay period)		Today's Date:	Today's Date:	
		Name:		
		I would like to request the following days off (one slip per pay period)		
Comments:			Comments:	
Please use:		Please use:		
☐ Vacation Hours ☐	Sick Hours	☐ Vacation Hours	☐ Sick Hours	
☐ Unpaid Hours ☐	Bereavement Pay	☐ Unpaid Hours	☐ Bereavement Pay	
I would like to trade days with		I would like to trade days w	I would like to trade days with	
on		on		
Employee Signature	Date	Employee Signature	Date	
Employee Signature	Date	Employee Signature	Date	
□ Approved □ Not Approved		□ Approved □ Not Appr	☐ Approved ☐ Not Approved	
Date Supervisor Signature		Date Supervis	Date Supervisor Signature	