

Today's Date: _____

Name: _____

I would like to request the following days off
(one slip per pay period)

Comments: _____

Please use:

Vacation Hours

Sick Hours

Unpaid Hours

Bereavement Pay

I would like to trade days with _____

on _____

Employee Signature

Date

Employee Signature

Date

 Approved Not Approved

Date

Supervisor Signature

Today's Date: _____

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