



## Time-Off Request Form

Requests for time off must be submitted to Greg via this form two business weeks prior to the date(s) of the time off. Time-off request forms will be returned to the staff person requesting time off with a response of either “approved” or “not approved”.

Staff name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of requested time off:

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Date received by Supervisor: \_\_\_\_\_

Approved

Not Approved

Comments: \_\_\_\_\_

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